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ABSTRACT

This resource guide was developed to provide a record of the resources available to school media centers in their effort to support career education at the senior high school level. Included with descriptive overviews are listings of: (1) devices for individualized instruction, (2) simulations and instructional games, (3) guidance kits, (4) cassette tapes, (5) transparencies, (6) filmstrips, (7) films (8mm and 16mm), (8) slides, (9) professional books and documents, and (9) selected books for students. A subject index and a listing of the names and addresses of publishers and suppliers further detail the guide. (SN)

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Senior High Learning Resources for Career Education

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
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This Publication is Dedicated to The Honorable William T. Cahill, Governor of the State of New Jersey

Helping school media centers to support an increasing emphasis on career orientation in schools is an appropriate activity of Governor Cahill's Career Development Project. This important project for comprehensive K-12 career development began in October 1970 in Camden, New Brunswick and Rahway, and was expanded in 1972 to also include Keansburg, Salem, and Jersey City.

Governor Cahill has been a staunch supporter for career orientation in New Jersey, both in words and deeds. His deeds in sponsoring the six-city project have been mentioned. His words have been equally important; in his informal remarks at the Invitational Conference on the Governor's Career Development Program, held in Trenton on August 2, 1971, Governor Cahill stated:

> "...when a boy or girl finished school – and he or she ought to finish – he or she should be equipped to go on to college or to get gainful employment and become a member of society who can have pride in what he's doing and be able to sustain himself..."

Because of the Governor's interest in career orientation and vocational education, and because of his project's assistance in getting this manuscript published, we respectfully and gratefully dedicate this publication to the Honorable William T. Cahill, Governor of the State of New Jersey. If it were not for his personal leadership, New Jersey would not be leading the way as it does today in many facets of career orientation programming.

Stephen Poliacik
Assistant Commissioner of Education

UT 021 001

A Service of the New Jersey Occupational Resource Center, Edison to New Jersey School Media Centers and Libraries

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Senior High Learning Resources for Career Education

by Edwin York, Priscilla Walsh, Madhu Kapadia, Gordon Law Jr. and Leo Richards

Job cluster exploration, summer coupled work study, job placement, cooperative education, and other similar new-sounding program components require extensive resources in the high school media center if all students are to have an opportunity for career development appropriate to their potential during these three important years.

Why all the urgency? Why should school media centers emphasize career orientation as a major area for purchasing this year? Three reasons seem to be emerging: (1) if the schools are becoming more humane centers of activity, the life-long career concerns of the students will be increasingly emphasized; (2) at present the majority of each year's high school graduates are unemployable and are therefore condemned to a continued dependency which is harmful to both the student and the society; and (3) the people's representatives – the U.S. Congress and the President – have passed the "Education Amendments of 1972," which includes an amendment to E.S.E.A. Title II (Section 203 (a) 3) requiring that federal aid to school libraries include an emphasis on career preparation equal to the emphasis now given the traditional academic curriculum (P.L. 92-318, Title V, Section 509a).

Here are some of the high school students' major needs for career development, all contributing to the goal of employment and/or continuing education for all students whether they leave school after the 10th grade or after the 12th:

(1) gaining an increasing awareness of various careers – their groupings, number and requirements;

(2) gaining an increasing awareness of their own interests, aptitudes and values;

ACKNOWLEDGMENTS

This publication is the result of the combined efforts of the whole staff of the N.J. Occupational Resource Center at Edison over a two month period in the fall of 1972. Specific responsibilities were as follows:

Edwin York, Coordinator of the N.J. Occupational Resource Centers, coordinated and edited the manuscript;

Priscilla Walsh, Assistant Coordinator, N.J. Occupational Resource Centers, was responsible for the "Books for Students" section;

Madhu Kapadia, Supervising Information Specialist, N.J. Occupational Resource Center at Edison, was responsible for the sections "Professional Books and Documents" and "Publishers and Suppliers";

Gordon Law, Jr., Research Associate, N.J. Occupational Resource Center at Edison, had responsibility for such sections as "Simulations and Instructional Games", "Guidance Kits", and "16mm. Films";

Leo Richards, Coordinator, N.J. Career Education Media Evaluation Project at the Edison center, had responsibility for such sections as "Cassette Tapes," "Filmstrips", "Transparencies", "Slides", and "Super 8mm. Film Cartridges".

The manuscript also owes much to the following persons who carefully reviewed it and made suggestions for its improvement before its final draft form:

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Associate State Director
of Vocational Education
(Ancillary Services)

(3) gaining necessary work attitudes and work habits;

(4) gaining necessary skills in decision-making for "next-step" employment and/or education;

(5) gaining knowledge of economic, social and technological aspects of careers; and,

(6) gaining basic communicative and computational skills necessary for entry level employment and/or continuing education.

High school students will vary greatly in their stage of career development. If the student has been involved in a comprehensive Career Education program over a number of years, his level of career development may be far advanced.

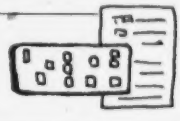
High school media centers should already have a variety of resources for meeting the needs listed above. Of course, books are not enough! The whole range of current media is needed. And information about various occupations — important as that is — is not enough either! The economic, technological and social context of everyday living is also basic to understanding the various types of occupations and possible career interests.

For the convenience of the reader, this listing is organized by different types of media. In listing these resources, the types of media probably least familiar will be listed first. Consequently, films and books will come last. The sections will be as follows:

1. Devices for Individualized Instruction
2. Simulations and Instructional Games
3. Guidance Kits
4. Cassette Tapes
5. Transparencies
6. Filmstrips
7. Slides
8. Super 8mm. Film Cartridges
9. 16mm. Films
10. Professional Books and Documents
11. Books for Students

Addresses of unfamiliar publishers are provided in an additional section at the end of this publication.

1. devices for individualized instruction



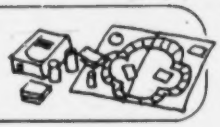
Compulearn Career Education Program.

8½" x 11" Compulearn Console (simple desk computer), 322 program cards (112 for gr. k-6; 60 for gr. 6-7; 60 for gr. 8-9; 90 for gr. 10-12), and various guides. $65 for elementary; $65 for middle schools; $65 for gr. 10-12; Console alone, $25. Developed with U.S.O.E. funding, the Compulearn Program of Career Education is divided into three modules: the Awareness module (Grades K-6), the Guidance module (Grades 7-9), and the Establish module (Grades 10-12): (A) In the Awareness module, the student is taught to recognize the fact that everybody works, that all careers are important, and that all people need each other's services. (B) In the Guidance module, the student uses a decision-making routine to determine his career profile, and is then directed to careers having the same characteristics. He then defines his own ideas of success and of what he wants from his career. (C) The third module, the Establish phase, gives the student basic facts about such items as average yearly salary, employment outlook and length of training time required for over 200 careers; the student is then taught how to research and evaluate career information, and is finally given a set of guidelines to help him prepare for his future after high school graduation, be it a career, college, vocational school, or the armed services.

To use this device, a program card is selected and placed on the face of the 8½" x 11" box. The Question Probe is inserted into a hole corresponding to a question the person chooses to answer. The Answer Probe is inserted into the chosen answer outlet. If the answer chosen was correct, a light appears. A Select Button will provide the correct answer with a light.

Field testing in Pittsburgh and North Carolina showed the system to be of continuing value in both structured and independent learning settings.

2. simulations and instructional games



Most occupationally oriented games for senior high school students are in the area of business or office education. Other games contribute to the social and economic awareness of senior high school students. Nearly a dozen simulations are listed below.

ECONOMIC DECISION GAMES. (by Erwin Rausch) This series of games includes "Banking", "Collective Bargaining", "The Community", "The Firm", "International Trade", "The Market", "The National Economy", and "Scarcity and Allocation". While formats vary slightly, the ECONOMIC DECISION GAMES may be used with three or more players and take 2-5 hours to play. Available from: Didactic Systems, Inc. ($1.87 for each manual, sufficient for six players. Minimum order of $10.00)

THE GAME OF FARMING. Illustrates economic aspects of American agricultural production under different historical conditions. Fifteen to twenty may play in a week of 50 minute periods. Available from The Macmillan Company. ($29.25)

GENERATION GAP. (by Sarance S. Boocock and E. O. Schild) Explores the nature of interpersonal relationships within the family, with students taking the roles of parents and offspring. Four to six may play in an hour. Available from: Western Publishing Company, School and Library Department. ($15.00)

LOCATION OF THE METFAB COMPANY. An exercise in the location of industry in terms of markets, availability of labor, and availability of raw materials. Five to ten may play in a week of fifty minute class periods. Available from: The Macmillan Company. ($29.25)

LIFE CAREER. (by Serance S. Boocock) LIFE CAREER simulates the career development of individuals. Two to twenty may play in 1-6 hours. LIFE CAREER is of direct relevance to programs of career education and career guidance. Available from Western Publishing Co., School and Library Department. ($35.00)

LOW BIDDER: THE GAME OF MANAGEMENT STRATEGY. (by William R. Park) A general business game with an emphasis upon pricing policy in bidding for contracts. Two to twenty-five may play. At least one hour is necessary. Available from: Entelek, Inc. ($10.00)

MARKETPLACE. An economics game set on a community level. Teams of students role-play households, businesses, manufacturers, retailers and banks. There are 1,962 parts and the shipping weight is twenty-eight pounds. Twenty to fifty may play for any number of 50 minute periods. Available from: The Joint Council on Economic Education. ($75.00)

NAPOLI (National Politics). Simulates the legislative process. Nine to thirty-three may play in an hour and a half. Available from: SIMILE II. (25 student manuals for $35.00)

OFFICE SIMULATION. (by Myron J. Krawitz) Provides materials for the operation of a mock office. Not really a game, but a detailed simulation of office procedures. Six to thirty may participate for nine to eighteen weeks. Available from: McGraw-Hill, Inc. ($84.00)

PANIC. (by David Yount and Paul Dekock) A political simulation of the activity of occupational interest groups with the changing economic conditions of the period 1920-1940. Twenty-five to thirty-six may play in twenty-three class periods. Available from: Interact. ($10.00)

SIMSOC. (by William A. Gamson) SIMSOC stands for "simulated society". The game purports to show many of the processes operant in any society. Twenty to sixty may play in six periods of fifty minutes each. (Available from: The Free Press. ($3.95 per manual))

3. guidance kits

Although frequently found in high school guidance offices, guidance kits also belong in high school media centers.

CAREER GAMES. (by E.N. Chapman) Educational Progress Corporation, P.O. Box 45663, Tulsa, Oklahoma 74145. (398 cards, score pads, filmstrips, cassette, guide: $78.50) A guidance tool for grades 8-13, designed as a classroom kit or individualized semi-programmed activity in a resource center. The individual is taken on a career search in which he is confronted with unavoidable decisions. More similiar to other guidance kits listed than to the simulations listed above.

OCCUPATIONAL EXPLORATION KIT. Through an "Occuscan" device, it allows students to select and explore careers in the light of their individual interests and abilities. In addition to the Occuscan coding device, the kit contains

Occupational Briefs, Job Family Booklets, Guidance Series Booklets, 25 Student Record Books, and a Guide for Counselors and Teachers. Additional components may be ordered seperately. (Available from: Science Research Associates, Inc. ($143.35, list))

CAREER DESK-TOP KIT. Contains 1000 job descriptions. An updating subscription service is available from the publisher, through which approximately 260 items are provided per year. (Available from: Careers, Inc. ($125.00))

OCCUPATIONAL BRIEFS. Contains the same sort of data in the other guidance kits (from the *Occupational Outlook Handbook*), though with somewhat more information. Their disadvantage, if it is one, is their loose-leaf notebook format, which restricts group use. An updating subscription service is available from the publisher. (Available from: Chronicle Guidance Publications, Inc. ($82.50))

V.I.E.W. (Vital Information for Education and Work). Central Jersey Industry – Education Council, 71 Main St., Woodbridge, N.J. 07095. 99 keypunched cards with a microfilm aperture. $50, with updating of $25 per year. This deck of aperture cards provides key information on 99 different occupations important in the Middlesex and Somerset Counties area. Sorting can be by hand or by machine. Each aperture contains microforms of up to four 8½" x 11" pages. A pamphlet with the title V.I.E.W. is available from C.J.I.E.C.

4. cassette tapes

Included in this type of learning resource are (a) a new system of cassette availability and (b) five other series of cassettes.

A. THE VOICES FOR CAREERS SYSTEM

A brief description of a new kind of resource is in order – a resource that should be important for many aspects of career exploration for tenth, eleventh and twelfth grade students: the Voices for Careers system. It is a way for New Jersey educators to secure free copies of any of 502 cassette tapes helpful to career exploration.

To work the Voices for Careers system, a New Jersey educator obtains a copy of the catalog from the N.J. Occupational Resource Center, picks up to five different items and sends the request to the Center with enough blank cassette tapes. Each item may be duplicated in as many as six copies. The cassettes are duplicated on special high speed machinery at the Edison Center and sent to the requestor without charge. Remember that this is an "on demand" system to serve individual educators and not designed to build library collections. However, school media centers would do well to expedite the use of this unique system for their pupils' sakes.

The Voices for Careers includes a wide range of resources. There is heavy emphasis on career information as such, especially through contact with a wide variety of prominent persons who talk about their own careers, often in an interview situation. Traditional vocational education areas are also present.

Family life, including sex education, is an important topic in this listing. Other life adjustment resources are included under such topics as: Consumer Affairs: Growing Up in America; Living Today: Drug Abuse; and, Nutrition.

Public affairs are an important emphasis also. The educator will want to look especially at these topics: Rights and Responsibilities; Racial Issues; Environmental Issues; and, Technology.

The complete list of major topics used for organizing this listing are presented below and provide a helpful overview of this collection.

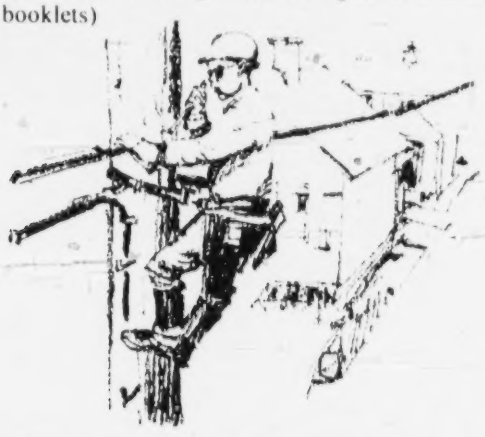
1. Adulthood
2. Agricultural Education
3. The American Economy
4. Career Development
5. Careers of Prominent People
6. Communication
7. Consumer Affairs
8. Distributive Education
9. Drug Abuse
10. Educational Change
11. Environmental Issues
12. Family Life
13. Growing Up in America
14. Health
15. Living Today
16. Nutrition
17. Places to Work
18. Racial Issues
19. Rights and Responsibilities
20. Running a Business
21. Social Studies
22. Technology
23. Tests
24. Vocational Education
25. Working Everyday

B. OTHER SERIES OF CASSETTES

The following series of cassette tapes may be purchased from Educational Resources Div., Educational Design Inc., 47 West 13th St., New York, N.Y. 10011:

THE WORLD OF WORK (2): GETTING A JOB. 12 tape cassettes. Includes information helpful for gaining employment. Nine are "lesson" tapes and three are "discussion". ($130 for complete set, including instructor's guides, and student record booklets)

THE WORLD OF WORK (1): ON THE JOB. 20 tape cassettes. Emphasizes interpersonal skills in holding a job and functioning well as an employee and co-worker. Fourteen are "lesson" tapes and six are "discussion." ($229.50 for complete set, including instructor's guides, and student record booklets)



Four other sets of cassettes are as follows:

MOTIVATION FOR CAREER SUCCESS. 38 cassettes in a coordinated instructional system with manuals, schedules, and evaluative devices. Education Achievement Corporation, P.O. Box 7310 Waco, Texas 76710.
Presents concepts critical to career success for junior and senior high school students. These six instructional modules form the structure for the thirty lessons of this system: (A) Developing Commitment for Career Success; (B) Developing Habits for Career Success; (C) Developing a Life-Style for Intelligent Action; (D) Developing Leadership Ability for Career Success; (E) Planning for Career Success; and (F) Education for Career Success.

CREATING YOUR FUTURE. 38 cassettes in a coordinated instructional system with manuals, schedules, and evaluative devices. Education Achievement Corporation, P.O. Box 7310, Waco, Texas 76710. Especially designed for the career orientation of underachieving youth and adults, these six instructional modules form the structure for the thirty lessons of this system: (A) Developing Awareness for Career Commitment; (B) Learning Habits to Build Your Career; (C) Developing a Life-Style for Career Success; (D) Developing Leadership Skills for Career Opportunities; (E) Planning Your Future; and (F) Education for Your Future.

AMERICAN OCCUPATIONS SERIES. 99 cassette tapes, each 30 minutes. E.S.P. Corp., 2304 E. Johnson, Jonesboro, Arkansas 72401. $436.59 set; $4.90 per cassette. A series of 198 fifteen minute tapes on necessary training, obstacles, and rewards of 196 different occupations. A one hour tape, "Tomorrow's Jobs," provides an overview. Specify "cassette" in ordering.

CAREER DEVELOPMENT LABORATORY. 30 cassette tapes each with two interviews; placement survey forms; guide: $228.70. (Educational Progress Corporation, P.O. Box 45663, Tulsa, Oklahoma 74145) Sixty interviews with successful working people; for grades 8 through 13. Sixty percent of the careers are professional; forty percent are technical and non-professional. The survey form guides students to appropriate cassettes.

5. transparencies

Over one hundred transparencies are available in a single set described below.

SUCCEEDING AT WORK. (United Transparencies, Inc.) 1969; Color, 8" x 10". Prepared transparencies. Seven subseries are included, all directed toward people who will be holding a first job. (Available from: United Transparencies, Inc. ($175.00 for entire series, or $25.00 for each subseries))

The sub-series and transparencies are:

A. "FOLLOWING RULES" –

Doing Your Work Later
Giving Notice
Goofing Off
Keeping Equipment Clean
Litter Bugs
Lunch Hour Time
Review Following Rules No. 1
Review Following Rules No. 2
Rules for Dress
Sick Leave Rules
Smoking Rules
Vacation Rules
Watching for Signs
Working Hours
Working Overtime

B. "GOOD MANNERS" –

Being Polite and Trustworthy
Bus Manners
Consideration for Others: Good Manners at Work
Dealing with the Boss
Distractions
Driving Manners
Equipment and Supplies
Errands and Meeting
Party Manners
Pride in Appearance
Review Page: Good Manners Away From the Job
Review Page: Good Manners on the Job
Table Manners
Telephone Manners
Vacation Manners

C. "KEEPING HEALTHY AT WORK" –

Attitude and Emotions
Cleanliness
Clothing
Exercise
Following Directions
Health Habits
Health Hazards
Interests and Hobbies
Medical Check Ups
Medication
Nutrition
Posture
Rest and Sleep
Review Page: Keeping Healthy Away From the Job
Review Page: Keeping Healthy While at Work

D. "KEEPING SAFE AT WORK" –

Accidents
Carelessness
Controlling Emotions for Safety
Dressing for Safety
Explosives
First Aid
Health Practices for Safety
Keeping Informed
Review Page: Safety Away from the Job
Review Page: Safety on the Job
Safe Surrounding
Safety After Working Hours
Safety for Others
Safety Precautions
Safety Rules for Driving

E. "LEARNING MORE ABOUT YOUR JOB" –

Accept Extra Duties
Ask For Information
Attend Meetings
Experiment
Learn Consideration for Customers
Learn Good Manners
Learn How to Find Answers
Learn Safety Practices
Observe
Practice Good Ethics
Review Page: Basic Things
Review Page: Extras
Study
Teach Others
Think and Suggest

F. "MAKING FRIENDS AT WORK" –

Being Friendly Away from the Job
Consideration for Others: Making Friends
Dependability
Friendliness to Maids, Janitors
Friendliness to New Employees
Friendliness Toward the Boss
Getting Acquainted
Helping and Asking for Help
Kindness and Honesty
Neatness and Cleanliness
Politeness
Review: Making Friends at Work No. 1
Review: Making Friends at Work No. 2
Sharing
Voice and Speech

G. "TAKING A VACATION" –

Conservation
Consideration for Others Taking a Vacation
Emergencies
Good Manners
Keeping Healthy
Keeping Safe
Learning New Things
Making Plans
Preparation
Review Page: After I Arrive
Review Page: Before I Arrive
Spending Money
Transportation
Travel Tips
Vacation Clothing

6. filmstrips

The following compilation of 35mm filmstrips is limited to publications dating from 1968.

The *National Information Center for Educational Media Index for 35mm Filmstrips*, together with various publishers' catalogues, provided the sources for the information contained in this list of filmstrips.

A brief description of the content of each strip is included. Cost and length are given where available. The source of publication is also added. These filmstrips are generally in color and with sound, except as otherwise indicated.

The series are listed before single or two-part filmstrips.

A. SERIES

THE A B C's OF GETTING AND KEEPING A JOB. Color, Sound, Teacher's Manual. A series of 8 F/S. Provides orientation concerning various aspects of successful job involvement. Includes data on budgeting, labor unions and health. Suitable for use in vocational guidance, occupational education, basic adult education and social studies. The series is particularly designed for non-college bound students. Specific titles of the filmstrips in this series are: "The ABC's of Getting and Keeping a Job"; "Preparing for the Job You Want"; "Applying for the Job You Want"; "On the Job"; "Budgeting Your Money"; "Labor Unions"; "Health Rules to Follow and Quizstrip". (Available from: Eye Gate; Set of 8 F/S, 4 Cassette tapes, Teacher's Manual $74.00; Set of 8 F/S $72.00)

ARE YOU LOOKING AHEAD? Captioned, Color, Teacher's Manual. Series of 10 F/S. Presents a range of job opportunities available to high school students. Emphasizes the qualifications needed for getting and holding a job. Specific titles of the filmstrips in this series are: "How about Being An Electronics Assembler"? "Would You Like to Sell"? "Want to Work in a Laundry"? "Do You Like Flowers"? "Would You Like Hospital Work"? "Do You Love Animals"? "How about Office Work"? "Do You Like Sports"? "How about Being a Key Punch Operator"? and "Would You Like to Be a Cashier"? (Available from Eye Gate – Set $66.00; each $7.00)

THE BOOK-KEEPING PROCESS. 45 Frames avg. per F/S, Captioned, Color. Series of 3 F/S. Presents fundamentals of book-keeping, together with current procedures. (Available from: S.V.E. Sets of 3 F/S $18.00)

CAREER OPPORTUNITIES: I. (by Denoyer-Geppert Audio Visuals) Color, Sound. Set of 4 F/S. Outlines new developments and career opportunities. Surveys jobs in health, civil service and self-employment. Specific titles of the filmstrips in this series are "New Career Opportunities", "Careers in Health", "Civil Service Jobs" and "Salaried Worker or Self-Employed?" (Available from: John Bergenstock – Set of 4 $25.00)

CAREER OPPORTUNITIES: II. (by Denoyer-Geppert Audio Visuals) Color, Sound. Set of 3 F/S. Outlines effects of automation on job opportunities and points to jobs in fields of mathematics and science. Specific titles of the filmstrips in the series are: "Automation", "Jobs in Mathematics" and "Careers in Science". (Available from: John Bergenstock – $18.75)

CAREERS IN AEROSPACE. Color, Sound, 1972. Series of 12 F/S. Presents information on opportunities in the aerospace industry. Specific titles of the filmstrips in this series are: "Jet Engine Mechanics", "Airline Ticket Agent", "Passenger Service Representative", "Flight Engineer", "Skycap and Baggage Handler", "Aircraft Maintenance Mechanic", "Stewardess", "Aerospace Sales Representative", "Aircraft Maintenance and Food Services", "Control Tower Operator", "Jet Captain" and "Air Freight Agent". (Available from: Eye Gate. Set of 12 F/S, 6 Cassettes $111.00; Set of 12 F/S, 6 Records $108.00; Each F/S $7.00; Each Cassette $5.50; Each Record $5.00)

JOB FINDING (by Denoyer-Geppert Audio Visuals) Color, Sound. Set of 6 F/S. Provides a rationale for future career choices. Outlines the means of finding and keeping a job. Explains adjustments required for temporary jobs, and interview and work behavior. Specific titles of the individual filmstrips in this series are: "Your Job Outlook", "How to Find a Job for Yourself", "How to Get a Job and Keep It", "So You Want a Summer Job", "The Job Interview" and "When You Go to Work". (Available from: John Bergenstock – Set of 6 $37.50)

LIKING YOUR JOB AND YOUR LIFE. 47 Frames, 8 Minutes avg. per F/S Color, Sound. A four-part F/S. Features skilled workers discussing their work and life styles. Includes self-employed TV man, radio repairman, factory worker, community worker and construction worker. Specific titles of each of filmstrips are: "The Self-Employed TV and Radio Repair Man", "The Factory Worker", "The Community Worker" and "The Construction Worker". (Available from: Guidance Associates – Set of 4 F/S, 2-12" LP $35.00; 4F/S, 2 Cassettees $39.00)

LIVING WITH COMPUTERS. Color, Sound, Teacher's Manual, 1972. Set of 6 F/S. Introduces the basics of computers. Presents a glossary of computer terminology. Illustrates the role of the computer and vocational choices in the computer industry. Specific titles of individual filmstrips in this series are: "Computers Can't Think", "Programming", "Putting the Work In", "Getting the Work Out", "Garbage In – Garbage Out" and "For Good and Bad". (Available from: Eye Gate – Set of 6 F/S, 3 Cassettes, Teacher's Manual $55.50; Set of 6 F/S, 3 Records, Teacher's Manual $54.00; 1 F/S $7.00; 1 Cassette $5.50; 1 Record $5.00)

PREPARING FOR WORK: II (by Denoyer-Geppert Audio Visuals) Presents information for careers planning, occupational choice, and successful citizenship. Examines vocational subjects and explains their relationship to the world of work. Color, Sound, a Set of 4 F/S Specific titles of individual filmstrips in this series are: "Career Planning in a Changing World", "How to Study Occupations", "Where Will You Live and Work" and "What Vocational Studies Can Do For You". (Available from: John Bergenstock – Set of 4 $25.00)

TROUBLE AT WORK. 44 Frames, 6 Minutes avg. per F/S, Color. A four part F/S depicting typical conflicts encountered on the job. Specific topics covered on the individual filmstrips are: conflict between the apprentice mechanic impatient with menial chores and the master mechanic who came up the hard way and expects others to do the same; conflict between the hospital worker with family responsibilities and the supervisor who can't tolerate excessive absences; conflict between the sales girl who makes too many mistakes and the supervisor whose demanding tone discourages her from asking questions; and conflict between the filling station attendant content with low pay and no worries and his ambitious pal, about to take a bank trainee exam. (Available from: Guidance Associates – Set of 4 F/S, 2-12" LPs $35.00; 4 F/S, 2 Cassettes $39.00)

VOCATIONS: MEDICAL CAREERS: (by Applied Learning Systems, Inc.) 5-6 Minutes per F/S, Color, Sound. Five sets of filmstrips covering various paramedical careers. Each set contains 10 F/S with 10 records or cassettes, 1 Student Guide and 1 Counselor's handbook. Specific areas covered in each set include the following:

Set 1: Nursing Services – Areas covered: Public Health, Psychiatric, Doctor's Office, Pediatric, Vocations, Hospital Attendant etc.

Set 2: Medical Technicians – Areas covered: Psychiatric, Medical Record, Operating Room, Clinical Lab, Radiologic, Dental Lab, etc.

Set 3: Medical Aides – Areas covered: Medical Transcriber, Hospital Pharmacy, Dental Assistant, Clerks, Food Service Worker, etc.

Set 4: Hospital Administration – Areas covered: Hospital, Personnel, Medical Records Librarian, Medical Photographer, Unit Manager, etc.

Set 5: Medical Therapist – Areas covered: Physical

Speech, Radiation, Inhalation, Rehabilitation, Orthoptist, Occupation, etc. (Available from: Aims Instructional Media Services, Inc. – $110.00 – complete set, $500.00 five sets)

WELDING: AN INTRODUCTION. Color, Sound. A multi-media package consisting of 22 sound F/S and 6 silent 8mm loops. Provides career orientation and basic instruction for welding using modern techniques and processes with up-to-date equipment. Developed by Southern California Regional Occupational Center with topics covering the various welding techniques and processes. (Available from AIMS Instructional Media Service, Inc. – Series: $325.00 (Add. $20.00 with Cassettes); Set of 22 F/S, 11 Records $240.00, individual F/S $10.00, Records $6.00 Casette $8.00)

THE WORLD OF WORK: VOCATIONAL OPPORTUNITIES – A series of 14 color filmstrips with 7 cassettes or 7 records, and with teacher's manuals. Useful with junior high and senior high students, including special education students. The 14 titles are as follows:

"What Is Your Future in the Changing World of Work?"
"Receptionist"
"Automobile Mechanic"
"TV and Radio Repair"
"Tool and Die Maker"
"Electrician"
"Printer"
"Sheet Metal Worker"
"Automotive Sales Representative"
"Cook"
"Data Processing Clerk"
"Sheet Metal Worker – Building Trades"
"Medical Assistant"
"Real Estate Sales"

(Available from: Eye Gate – $130 for complete set of 14 color filmstrips with 7 cassettes and teacher's manual)

B. SINGLE OR TWO-PART FILMSTRIPS

CAREERS IN DRAFTING: PT. 1. 71 Frames, Sound. A professional draftsman and a teacher discuss job opportunities in drafting. Major areas of drafting and the scope of design are explored. (Available from: Educational Dimensions Corp., see price below)

CAREERS IN DRAFTING: PT. 2. 61 Frames, Sound. Presents a discussion on job opportunities in drafting. Includes major areas of design and indicates the scope of design problems. (Available from: Educational Dimensions Corp., $35 for Parts 1 and 2)

CAREERS IN FASHION DESIGN. 102 Frames, Sound, 1968. Dress designers discuss different aspects of fashion design and give opinions on careers in fashions. (Available from: Educational Dimensions Corp., $17.50)

CAREERS IN HEALTH. 41 Frames. Describes the effects of science and technology on the field of health. Discusses implications for young people in choosing careers in health. (Available from: Popular Science Publishing Co., $6.75)

CAREERS IN METEOROLOGY. 52 Frames, B & W, Captions. Outlines the work of a meteorologist and provides an overall picture of meteorology in Canada. Training, conditions of work and opportunities in meteorology are investigated. (Available from: National Film Board of Canada, $4.50)

CAREERS IN MILITARY ELECTRONICS. 41 Frames, Captions. Describes various opportunities for employment and training required in the field of military electronics. (Available from: National Film Board of Canada. Approx. Price $6.00)

CAREERS IN NATURAL RESOURCES MANAGEMENT. 51 Frames, Script, 1969. Explains typical jobs and indicates new careers in natural resources management. Jobs cited include fishery technology, game management, park maintenance and park ranger. (Available from: Vocational Education Productions. Approx. Price $7.00)

CAREERS IN TEACHING. 80 Frames. Lists opportunities available in a teaching career and emphasizes qualities essential to a good teacher. (Available from: S.V.E. Approx. Price $8.00)

CHOOSING A CAREER. 51 Frames, 10 Minutes, Sound, Color. Filmstrip examines factors necessary in choosing a career. Gives opinions of young people from various ethnic and socio-economic backgrounds. (Available from: S.V.E. – F/S, Record, Teacher's Guide $11.00; F/S, Cassette, Teacher's Guide $13.25)

CHOOSING YOUR CAREER. 86 Frames, 13 1/2 minutes avg. per F/S, Color. Two-part F/S. Describes several personality types with related career areas. Helps students evaluate personalities for educational and career purposes. Presents case histories of different types of workers. (Available from: Guidance Associates 2 F/S, 2 cassettes $39.00)

GETTING AND KEEPING YOUR JOB. 66 Frames avg. per F/S, Color, Sound. A two part F/S. Introduces students to job selection and interview arrangements. Provides suggestions for interviews, test taking and job adjustment. Emphasizes human relationship and proper communications. (Available from: Guidance Associates – 2 F/S, 2-12" LPs $35.00; 2 F/S, 2 Cassettes $39.00)

IF YOU ARE NOT GOING TO COLLEGE. 67 Frames, 12 minutes avg. per F/S, Color. Two-part F/S. Presents realistic career possibilities, career planning and self evaluation for career choice. Emphasizes specialized non-college training. Investigates different school programs. Automation and the need for technically skilled personnel are examined. (Available from: Guidance Associates – 2 F/S, 2-12" LPs $35.00; 2 F/S, 2 Cassettes $39.00)

A JOB THAT GOES SOMEPLACE. 73 Frames avg. per F/S – 9 Minutes, Color, Sound. A two-part F/S. Involves students in pre-job and on-job decision making. Shows several young people in job finding and job holding situations. (Available from: Guidance Associates – 2 F/S, 2-12" LPs $35.00; 2 F/S, 2 Cassettes $39.00)

JOBS FOR HIGH SCHOOL STUDENTS. 72 Frames, 14 1/2 minute avg. per F/S, Color. A two-part F/S; discusses the reasons for work and the benefits of a job. Gives suggestions regarding a job search and interview. Presents different jobs and emphasizes ways of maximizing experience. (Available from: Guidance Associates – 2 F/S, 2-12" LPs $35.00; 2 F/S, 2 cassettes $39.00)

A NEW HORIZON: CAREERS IN SCHOOL FOOD SERVICE. 70 Frames, 14 Minutes, Color. Outlines jobs in various aspects of school food service. Emphasizes need for training and indicates financial and personal rewards. Examines relevant college curricula. (Available from: Guidance Associates – 1 F/S, 1-12" LP $18.00; 1 F/S, 1 Cassette $20.00)

A NEW LOOK AT HOME ECONOMICS CAREERS. 75 Frames, 12 Minutes, Color, Sound. Describes opportunities in different areas of Home Economics. Outlines training needs and discusses opportunities, salaries etc. (Available from: Guidance Associates – 1 F/S, 1-12" LP $18.00; 1 F/S, 1 Cassette $20.00)

PREPARING FOR THE JOBS OF THE '70's. 73 Frames, 14 1/2 minutes avg. per F/S, Color. Two part F/S. Discusses effects on the job market of trends in space exploration, computerization, population growth, undersea farming, new products and services. Atomic technology and various other occupational areas are explored. (Available from: Guidance Associates – 2 F/S, 2-12" LPs $35.00; 2 F/S, 2 cassettes $39.00)

PREPARING FOR THE WORLD OF WORK. 72 Frames, 14 minutes avg. per F/S, Color. A two-part F/S. Emphasizes career choice and guidance. Introduces Vocational Education as an integrated learning program. Investigates several vocational areas. (Available from: Guidance Associates – 2 F/S, 2 LPs $35.00; 2 F/S, 2-12" LPs $35.00; 2 F/S, 2 cassettes $39.00)

WHAT YOU SHOULD KNOW BEFORE YOU GO TO WORK. 105 Frames, 14 1/2 Minutes avg. per F/S, Color, Sound. A two-part F/S. Explains methods of career choices. Discusses positive work attitudes, a willingness to continue learning and the need to persevere. Includes case histories of career building. Gives suggestions on job search, interviews and job don'ts. (Available from: Guidance Associates – Set of 2 F/S, 2-12: LPs $35.00)

WHY WORK AT ALL? 84 Frames, 10 Minutes, Color. Young people discuss job satisfaction, material rewards and the relationship of work to personal growth and development. Personal and psychological aspects of work are investigated. Qualities relating to job satisfaction are analyzed. (Available from: Guidance Associates – 1 F/S, 1LP $18.00; 1 F/S, 1 Cassette $20.00)

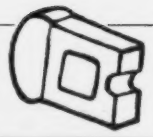
YOUR JOB INTERVIEW. 69 Frames, 14½ minutes avg. per F/S, Color. Sound. A two-part F/S. Deals with the preparation for an interview, including resume writing and answering questions. Emphasizes dress, voice control and bargaining techniques. (Available from: Guidance Associates – 2 F/S, 2-12" LPs $35.00; 2 F/S, 2 Cassettes $39.00)

7. slides

The following set of slides is an excellent resource:

JOBS FOR THE 1970's. (U.S. Department of Labor, Bureau of Labor Statistics 1972). These slides depict in graphic form projected changes in the labor market. The presentation materials consist of forty slides and an accompanying booklet. (Available from: The National Audiovisual Center. – $10.00)

8. super 8mm. film cartridges



A check of the NICEM (National Information Center for Educational Media) Index to 8 mm. Motion Cartridges, both the 1969 and 1971 editions, revealed two extensive series of "Super 8's" important for career orientation. The more extensive series of the two is by Encyclopedia Britannica Educational Corporation, is entitled "Job Opportunities," and includes fifty silent color film loops. The other series is by Doubleday Multimedia, is entitled "Careers in the Seventies" and involves 13 sound color film loops. Details follow.

A. "JOB OPPORTUNITIES"

This series of fifty silent color 8mm. film loops provides a picture of the nature of the work in each of fifty occupations, ranging from manual occupations to skilled trades and technical occupations. Teacher's guides accompany each loop. Although recent, there are no dates of production. (Available from: Encyclopedia Britannica Educational Corp. – $22.00 each item) The titles follow:

Forestry Aides
Dental Assistants
Dental Lab Technicians
Medical Laboratory Technologists
Licensed Practical Nurses
Registered Professional Nurses
Photographers
Surveyors
Electricians
Glaziers
Operating Engineers
Painters and Paperhangers
Plumbers and Pipefitters
Sheet Metal Workers
Over-the-Road Truckdrivers
Local Truckdrivers
Salesmen and Saleswomen in Retail Stores
Firefighters
Policemen and Policewomen
Cooks and Chefs
Waiters and Waitresses
Cosmetologists
Bricklayers
Carpenters
Cement Masons
Truck Mechanics and Bus Mechanics
Vending Machine Mechanics
Dispensing Opticians and Optical Laboratory Mechanics
Gasoline Service Station Attendants
Welders-Oxygen and Arc Cutters
Assembly Occupations-Electronics
Machining Occupations-Electronics
Routemen
Local Transit Bus Drivers
All-Round Machinists
Air-Conditioning and Refrigeration Mechanics
Appliance Servicemen
Automotive Body Repairmen
Automobile Mechanics
Television and Radio Service Technicians
Mail Carriers
Postal Clerks
Stewardesses
Airplane Mechanics
Transmission and Distribution Occupations
Telephone Craftsmen
Linemen and Cable Splicers
Telephone and PBS Installers and Repairmen

B. "CAREERS IN THE SEVENTIES"

This series of thirteen sound color film loops introduces occupations in twelve fields and offers an additional loop on making a career choice. They vary in length from 9 minutes to nearly 16 minutes.

The objectives of the series are: (1) To help move students along a vocational guidance continuum toward confidence in specific preference; (2) To positively affect students' attitudes toward work; (3) To stimulate students' interest in learning more about occupational fields; (4) To expose students to a broad range of occupations within the major career fields, and to introduce them to some occupations not known to them before; (5) To help students see relationships between their abilities and interests and their occupational choices; (6) To assist students in making decisions about career choices; and, (7) To enhance schools' vocational guidance programs.

Recent field testing of these materials (in 16mm. fromat) with 3,041 9th and 11th grade students from four high schools in Orange County, California revealed that (1) the above objectives were met (52% for objective #1, and over 88% for the rest); (2) the material was most effective when used as a part of a vocational guidance program; and (3) the material was also effective when followed by student-led discussions. (*The Orange County, California Vocational Guidance Research Study: An Evaluation of Career Guidance Films*. no date.) All were produced in 1970. (Available from Doubleday Multimedia – $98.50 each, except for "Making A Choice" which costs $188.50) The titles follow:

"Careers: Making A Choice"
"Careers: Agri-business"
"Careers: Clerical"
"Careers: Communications"
"Careers: Construction"
"Careers: Education"
"Careers: General Services"
"Careers: Government Services"
"Careers: Health Services"
"Careers: Leisure Industries"
"Careers: Mechanical"
"Careers: Sales"
"Careers: Technicians"

9. 16mm. films

All of the 16mm. films listed in this section are dated since 1968, are indexed by NICEM (National Information Center for Educational Media) and have been reviewed or described in publications other than those of the producers or distributors. It is a token listing. An exhaustive list would certainly involve several thousand films. Here is an example of the extensiveness of these films: in the *NICEM Index to 16MM. Films*, 272 films are listed under just the category "Guidance, Vocational."

Each entry includes the film's title, technical characteristics, distributor, year of production, and a concise statement of content. Also, a citation to a review or description is provided: all of these reviews or citations are available at the N.J. Occupational Resource Center at Edison.

School media centers should make their own contacts for the rental of 16mm. films. Only the film *Career Education* is available from the N.J. Occupational Resource Center.

"U.O.I." is an abbreviation used to report availability of the film from the Visual aids Service of the University of Illinois, Division of University Extension. Regulations on renting films from this source are found in any issue of the journal The *Lens and Speaker*.

The films are presented under the following topics: (a) thinking about work; (b) thinking about occupations; (c) your job; (d) some people have problems; and (e) an overview of the concept of Career Education for educators and parents.

A. THINKING ABOUT WORK

THE EMPTY LOT. (United States Office of Education) 1968; 28 min., Sound, B & W. A portrayal of the importance of vocational training to three students. For further information, see *Lens and Speaker*, V.9, N.1. (Available from: U.O.I. – $4.00)

HOW ABOUT BILLY WILSON? (National Audiovisual Center) 1968; 17 Minutes, Sound, Color. A young man's success story by way of the Federal Aviation Administration. For further information, see Olympic Training Films Profiles, V.3, N.27.

OP-TEC (OPPORTUNITY TECHNICIAN). (Henk Newenhouse, Inc., 1969; 22 Minutes, Sound, Color. Discusses technical training opportunities in two-year colleges. For further information, see *Landers Film Reviews*, V.15, N.5.

B. THINKING ABOUT OCCUPATIONS

ENGINEERING MAKES A WORLD OF DIFFERENCE. (Pilot Productions, Inc.) 1968; 23 Minutes, Music (no narration), Color. Shows the importance of engineering to modern life. For further information, see *Lens and Speaker*, V.9, N.1.

MECHANIC SUPERVISOR – SOMETIMES IT GOES KATHUNK-KATHUNK. (McGraw-Hill) 1968; 12 Minutes, Sound, Color. A day in the life of a mechanic supervisor. For further information, see *Olympic Training Films Profiles*, V.3, N.27.

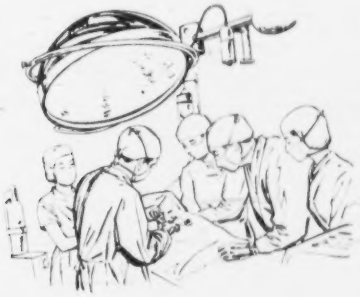
OPHTHALMIC CAREERS: OPTHALMOLOGY. (Halewyn Films Ltd.) 1960; 17 Minutes, Sound, Color. Describes careers in optometry and optical laboratory technology. For further information, see *Lens and Speaker*, V.9, N.1 (Available from: U.O.I. – $7.90)

WERC FILMS (WHY NOT EXPLORE REWARDING CAREERS?) – (American Personnel and Guidance Association). 1972. A series of twelve color sound films providing essential information about careers not requiring a four year college degree. Tested successfully as a package with upper elementary, middle, junior, and senior high

school students and with dropouts. They are each about 25 to 30 minutes long. Recommended by Dr. Sidney C. High Jr., Chief, Exemplary Programs and Services Branch, Division of Vocational and Technical Education, U.S. Office of Education. The titles in the series are as follows:

"Work, What's It All About?" (introduces the series)
"Careers in Allied Health Services"
"Careers in Building Trades"
"Careers in Business and Office Occupations"
"Careers in Communications"
"Careers in Industry"
"Careers in Machine Trades"
"Careers in Personal Services"
"Careers in Sales – The Joys of Selling"
"Careers in Skilled Services"
"Careers in Transportation"
"How Do You Get There"

(Available from A.P.G.A.: $225 each (purchase). $20 each per day (rental).)



C. YOUR JOB

YOUR JOB: APPLYING FOR IT. (Coronet Films) 1969; 14 Minutes, Sound, Color. Descriptions of job interview techniques. For further information, see *Lens and Speaker*, V.9, N.1 (Available from: U.O.I. – $6.20)

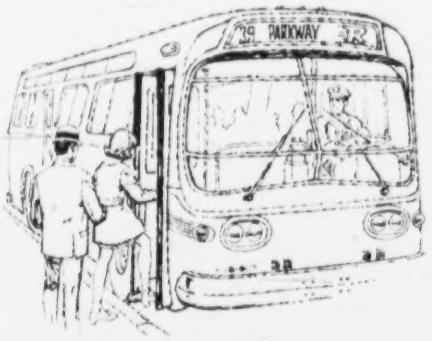
YOUR JOB: FINDING THE RIGHT ONE (Coronet Films) 1969; 13 Minutes, Sound, Color. Discusses the importance of fulfilling one's employment potential. For further information see *Lens and Speaker*, V.9, N.1 (Available from: U.O.I. – $6.20)

YOUR JOB: FITTING IN. (Coronet Films) 1969; 16 Minutes, Sound, Color. The problems of new employees are presented. For further information, see *Lens and Speaker*, V.9, N.1 (Available from: U.O.I. – $6.80)

YOUR JOB: GETTING AHEAD. (Coronet Films) 1969; 15 Minutes, Sound, Color. Tactics for upward mobility. For further information, see *Lens and Speaker*, V.9, N.1 (Available From: U.O.I. – $6.80)

YOUR JOB: GOOD WORK HABITS. (Coronet Films) 1969; 13 Minutes, Sound, Color. Describes good work habits and their importance to success. For further information, see *Lens and Speaker*, V.9, N.1. (Available from: U.O.I. – $6.20)

YOUR JOB: YOU AND YOUR BOSS (Coronet Films) 1969; 15 Minutes Sound, Color. Illustrates the importance of good relations with superiors to job success. For further information, see *Lens and Speaker*, V.9, N.1 (Available from: U.O.I. – $6.80)



D. SOME PEOPLE HAVE PROBLEMS

DO YOU THINK A JOB IS THE ANSWER? (Indiana University Audio-Visual Center) 1969; 68 Min., Sound, B & W. An analysis of industrial training programs for disadvantaged adults. For further information, see *Landers Film Reviews*, V.15, N.1

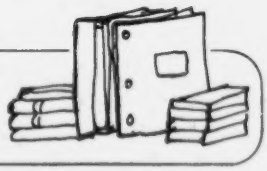
IN THE COMPANY OF MEN. (Creaves (William) Productions) 1969; 52 Min., Sound, B & W. A study of communications problems in the employment of the disadvantaged. For further information, see *Business Screen*, V.21, N.3.

A QUESTION OF ATTITUDE. (Australian News and Information Bureau) 1970; 12 Min., Sound, Color. A discussion of reluctance to hire handicapped workers. For further information, see E.F.L.A. Evaluations no.'s 7646 and 7496.

E. AN OVERVIEW OF THE CONCEPT OF CAREER EDUCATION FOR EDUCATORS AND PARENTS

CAREER EDUCATION. (U.S.O.E.) 1972; 27 Min., Sound, Color. Revised edition; original edition was withdrawn. Five major directions for Career Education are indentified and illustrated: (1) the whole community, including the home must be involved; (2) every teacher in every subject area must contribute to and greatly benefit from the Career Education approach; (3) guidance programs must be expanded to include career development for all; (4) business and labor must be partners with the schools in providing work experience programs; and (5) specific skill training is necesssary for job entry, skill upgrading or job re-entry. A major value of the film is that educators come to see Career Education not as "cast in bronze" or as a finished blueprint but as something that must be invented locally if it is to be effective. Reviewed in *Career Education Progress*, Vol. 1 No. 2 (Spring 1972). The revised edition, when released, will be available for loan without charge from the N.J. Occupational Resource Center, Edison. If you wish to purchase a copy of the revised edition: $92.50 from Sales Branch, National Audio-Visual Center, Washington, D.C. 20409.

10. professional books and documents



Teachers and administrators are an important target for the services of elementary school media centers. Consequently, the resources uniquely meeting their needs are a consideration which should not receive an "optional" or "next year" treatment.

Carefully planned development of resources for professional use is especially important because of both the continuing need for the growth of professionals and also the substantial expense of some of the suggested resources.

The subsections below will consider: free ERIC documents in microfiche form; career information; education in the U.S.; multi-media information; printed instructional materials; and testing. All items listed are available for examination at the N.J. Occupational Resource Center at Edison, or have been ordered.

A. FREE E.R.I.C. DOCUMENTS

New Jersey educators now have the advantage of having access to free copies of nearly every E.R.I.C. (Educational Resources Information Center) document in microfiche form. This means that every school media center utilizing this service has added to its resources for its professional educators a collection of about 85,000 documents. E.R.I.C. covers the entire range of education, from early childhood education through university levels. This nation-wide information system has been in operation since November of 1966. Every month nearly one thousand current reports are added to E.R.I.C.

"The New Jersey Career Education Research Utilization System" is the name given to this unique E.R.I.C. availability service, which began in June 1971 and has distributed 17,000 documents to New Jersey educators during its first year of operation. A local school media center or individual educator phones or writes the Resource Center at Edison with "ED" document numbers and the staff of the Resource Center reproduces the documents and mails them normally within 24 hours directly to the requestor. At this time, no other public agency is performing this function in New Jersey.

Just to get started, school media centers could (1) rely on listings of E.R.I.C. documents found in various publications such as *Feedback* or *Career Education Progress*, which are both quarterlies issued by the N.J. Occupational Resource Centers; and (2) rely on borrowing a portable microfiche reader for short periods from where they have been stationed in every county of New Jersey.

In order to more fully exploit this system, school media centers need E.R.I.C. indexes (less than $100.00), some type of portable microfiche readers (about $100.00) and this phone number and address: N.J. Occupational Resource Center, Building 871, R.M.C., Plainfield Avenue, Edison, New Jersey 08817. Phone (201) 985-7769.

Some useful E.R.I.C. indexes are listed here with ordering information:

1. *Research in Education*. A monthly abstracting, indexing journal announcing recently completed research or research-related reports and other documents of educational significance. Reading only the abstracts in one's subject area is itself an education. Subject, author, and institution indexes. (Annual subscription: $21.00, with annual index, $28.00. Available from Government Printing Office.)

2. *E.R.I.C. Educational Documents Index 1966-69*. $34.50.

3. *E.R.I.C. Educational Documents Index 1970-71*. $25.00. Both of the above cumulated indexes of R.I.E. are available from C.C.M. Information Corporation.

4. *Abstracts of Instructional Materials in Vocational and Technical Education*. A quarterly abstracting and indexing journal specializing in curriculum guides and other valuable instructional materials designed for use in the classroom.

5. *Abstracts of Research and Related Materials in Vocational and Technical Education*. A quarterly journal incorporating abstracts of research and other related documents.

Annual subscription for each of the above two is $11.00. Available from: The Center for Vocational and Technical Education, The Ohio State University.

6. *Career Education, An ERIC Bibliography*. CCM, 1972. (Distributed by Macmillan, Library Services, N.Y., N.Y.) $9.95. ERIC documents relating education to work.

B. CAREER INFORMATION

AUTOMATION, MANPOWER, AND EDUCATION. Jerry M. Rosenberg. New York: Random House, 1966. Paperbound, SED 5, 179 pp., $1.95. Educational implications of automation as a form of technological change, and the manpower challenge it creates. Surveys programs designed to meet the manpower revolution, and suggests education's responsibilities in preparing students and others for changing job markets.

BLUE BOOK OF OCCUPATIONAL EDUCATION. Russell, Max M., ed. C.C.M., 1971. 897 p. $29.95. Of all the directories of vocational schools, this is undoubtedly the best. It describes almost twelve thousand trade, technical and vocational schools. The schools are presented in an alpha-geographical order, by state and city. Descriptive data about each school includes address, name of school official with telephone number, year when founded, veteran approval, tuition, enrollment, coed or not, accreditation, housing facility, financial aid, and most important, the curricula offered by the schools with the length of the programs.

Another major section of this volume lists almost seven hundred curricula offered by schools by schools throughout the United States. Under each curriculum is listed the name and location of the schools offering the particular program.

COMPARATIVE GUIDE TO TWO-YEAR COLLEGES AND FOUR-YEAR SPECIALIZED SCHOOLS AND PROGRAMS. Cass, James and Birnbaum, Max. Harper and Row, 1969. 275 p. $7.95; paper $3.95. To assist students seeking paths to higher education outside the standard four-year academic pattern, this volume is specially designed as a companion volume to *Comparative Guide to American Colleges* (Harper and Row, 1969. $10.00; paper $4.95.) It consists of three parts. Part I, Non-residential and Primarily Local Two-Year Colleges. Part II, Residential Junior Colleges, and Part III, Specialized Schools and Programs. For each institution, it provides information about admission requirements, degrees offered, and special programs.

COUNSELOR'S GUIDE TO MANPOWER INFORMATION. Washington, D.C., G.P.O. 1968. 101 p. $1.00. This is an annotated bibliography of federal, state and local government publications on manpower information. The items included cover a wide range of subject matters including job descriptions, industry and occupation employment trends, changing occupational structure in industry, entry jobs, training requirements for specific occupations, and starting and managing a small business.

COUNSELOR'S INFORMATION SERVICE. B'nai B'rith Vocational Service. Quarterly. $7.00 per year. An annotated bibliography of current literature on occupations and educational and vocational guidance. Each issue describes nearly 250 publications. Its listing of guidance and educational periodicals with complete ordering information is especially helpful.

DICTIONARY OF OCCUPATIONAL TITLES. 3rd. ed.

Volume I Definitions of Titles. G.P.O., 1965. 809 pages. $5.00. The DOT has become a standard source of occupational information in the broad area of manpower and related fields. Volume one lists alphabetically by job title the definitions of 21,741 jobs. This revised edition contains 5,432 new job titles.

The definitions provide the following information: functions performed by the worker; significant aptitudes, interests, and temperaments required by the job; and critical physical demands and working conditions.

Volume II. Occupational Classification and Industry Index. 1965. 665 pages. $4.25. Volume II complements Volume I by presenting the occupational classification structure consisting of two arrangements of jobs: (1) occupational group arrangement and (2) worker traits arrangement.

Supplement I: Selected Characteristics of Occupations. 1966. 280p. $2.75. Lists individual physical demands, working conditions, and training time data for each job defined in the Dictionary.

Supplement II: Selected Characteristics of Occupations by Worker Traits ad Physical Strength. 1968. 156 pages. $1.25. Rearranges the data of Supplement I by grouping together jobs according to the worker traits.

DICTIONARY OF PERSONNEL AND GUIDANCE TERMS. Hopke, William E., ed. Chicago, J. G. Ferguson, 1968. 464 pages. $10.95. A valuable dictionary of more than 3,000 terms in the field of counseling and guidance. It also includes terms from related areas of sociology, psychology, testing, etc. as are relevant and pertinent to the field of counseling and guidance. It is actually a compilation of definitions from various sources. A large number of entries have two or more definitions, reflecting different meanings assigned by different persons or changes in the meaning of the terms.

EDUCATORS GUIDE TO FREE GUIDANCE MATERIALS. 10th ed. Randolph, Wisconsin, Educators Progress Service, 1971. 252 pages. $8.75. Published annually. This tenth annual edition lists; classifies, and provides complete information on titles, sources and contents of 653 films, 43 filmstrips and 15 sets of slides, 50 tapes, 5 scripts, 2 transcriptions, 1 videotape and 262 books, pamphlets, posters etc. – a total of 1,031 resource items available free of cost (no rental or service charges).

The most useful section is the source and availability index which provides names and addresses of the organizations from which materials can be obtained, with special directions when required.

EMPLOYMENT OF HIGH SCHOOL GRADUATES AND DROPOUTS. Young, Anne M. U.S. Department of Labor, Bureau of Labor Statistics. Special Labor Force Report 131. Washington, D.C. This report examines job

status of new high school graduates and relates college enrollment rates to family income in October 1970. (Available free from B.L.S. Regional Office, Room 1025, 341 Ninth Ave., New York, N.Y. 10001)

EMPLOYMENT OF SCHOOL-AGE YOUTH. Hayghe, Howard. U.S. Department of Labor, Bureau of Labor Statistics. Special Labor Force Report 135. Washington, D.C. This report shows that between October 1969 and October 1970 – for the first time in ten years – there was no significant increase in the number of students in the labor force. (Available free from B.L.S. Regional Office, Room 1025, 341 Ninth Ave., New York, N.Y. 10001)

ENCYCLOPEDIA OF CAREERS AND VOCATIONAL GUIDANCE. Hopke, William E., ed. Vol. I: Planning your career. Vol. II: Careers and Occupations. 2nd edition. Chicago, J.G. Ferguson Pub. Co., 1972. 1500p. $26.95. This encyclopedia is one of the most valuable sources of career and occupational guidance information. Volume I has comprehensive introductory articles describing every major career field. Volume II has specific facts about over 650 occupations, necessary training and education, working conditions, advancement opportunities, employment outlook, earnings, etc.

JOB GUIDE FOR YOUNG WORKERS, 1969-1970 ed. G.P.O. 1969. 200p. $1.50. Along with *Occupational Outlook Handbook*, this is an important work that should be on every counselor's library shelf. It is a helpful reference work for students too. It provides information for young workers on a host of entry level jobs. For each job type, it describes the nature of the work, working conditions, training and other requirements, employment prospects, advancement opportunities and location of jobs.

MAN, EDUCATION, AND MANPOWER, Grant Venn. Washington: American Association of School Administrators, 1970. 281 pp., $6.00. Describes the changing role of education in manpower development to meet the needs of people in a changing technological society.

MANPOWER (Monthly magazine), U.S. Department of Labor, Manpower Administration, Washington, D.C. About 34 pp. per issue; annual subscription of 12 issues, $7.50. Covers broad spectrum of programs and developments in job training and employment, including efforts to aid the disadvantaged, and improve vocational education and research.

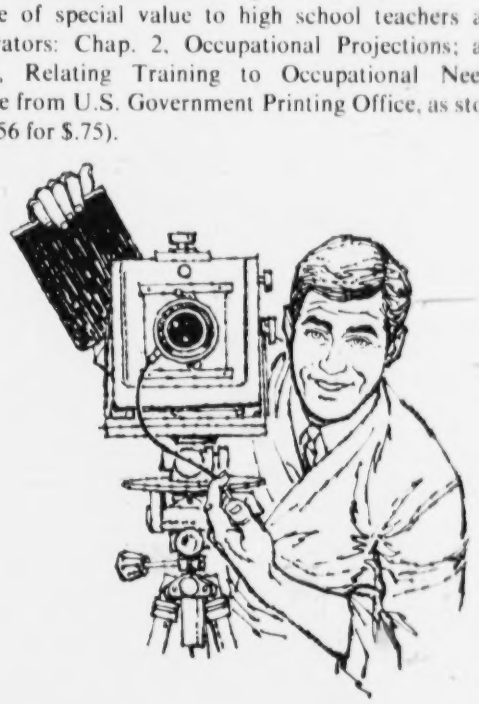
MANPOWER REPORT OF THE PRESIDENT, 1972. U.S. President and U.S. Department of Labor. Washington: U.S. Government Printing Office, March, 1972. Paperbound, 284 pp., $2.25. Comprehensive and authoritative source of information, statistical data, and analysis concerning manpower trends and federal government policies dealing with manpower problems. Published annually since 1963 under provisions of the Manpower Development and Training Act of 1962.

NVGA BIBLIOGRAPHY OF CURRENT CAREER INFORMATION. National Vocational Guidance Association, 1969. 129 pages. $2.00. This compilation lists more than 1,300 publications, with the levels of recommendation, evaluated from 1966-1968 in the Vocational Guidance Quarterly which systematically reviews and grades the current career literature.

1969 HANDBOOK ON WOMEN WORKERS, U.S. Department of Labor, Wage and Labor Standards Administration, Women's Bureau. Bulletin No. 294. Washington: U.S. Government Printing Office, 1969. Paperbound, 384 pp., $1.50. Reference book covering such items as the participation and characteristics of women in the labor force, the patterns of their employment, occupations, income and earnings, education and training.

OCCUPATIONAL LITERATURE: AN ANNOTATED BIBLIOGRAPHY. Forrester, Gertrude. New York, H. W. Wilson, 1971 edition. 519 pages. $15.00. The 1971 edition of this comprehensive bibliography annotates nearly 6,000 selected references to available occupational literature. Of which, only 1500 are books but 4,500 are pamphlets, otherwise difficult to locate. Approximately 1,000 publications are available free. Publications are classified under about 500 occupational titles and are arranged alphabetically and with DOT numbers. Titles are annotated with complete bibliographic information and some of them are starred or double starred for recommendation. It is an indispensable work of great value for building a collection of career literature.

OCCUPATIONAL MANPOWER AND TRAINING NEEDS. *Information for Planning Training Programs for the 1970's.* U.S. Department of Labor, Bureau of Labor Statistics. Bulletin 1701. Washington, D.C. Two sections should be of special value to high school teachers and administrators: Chap. 2, Occupational Projections; and Chap. 4, Relating Training to Occupational Needs. (Available from U.S. Government Printing Office, as stock #2901-0656 for $.75).



OCCUPATIONAL OUTLOOK HANDBOOK 1972-73 EDITION. Bureau of Labor Statistics, G.P.O. 1972. 879 pages $6.25. This *Handbook* is the most comprehensive, most authentic and most valuable source for occupational and career information. The current eleventh edition describes 800 occupations and 30 major industries. For each occupation, it explains the nature of work, places of employment, training and other qualifications required, advancement opportunities, employment outlook, earnings, and working conditions. It also identifies sources of additional information.

The introductory chapter, "Tomorrow's Jobs", gives a graphic overview of where people work today, what will be the employment growth through the 1970's and the interrelationship of education, training and job opportunity.

The *Handbook* is designed for use by students, parents, teachers and counselors. Counselors looking for career information should always first turn to this outstanding work.

The *Handbook* is revised and reissued every two years and in between the two editions is kept up to date by the *Occupational Outlook Quarterly*, which reports the findings of new occupational outlook research.

A total of 141 reprints on different occupations is available separately for 10¢ – 20¢. Also available for $10.00 is a set of 40 color slides, *Jobs for the 1970's* describing the occupational composition of today's work force and the changes anticipated during the 1970's.

POVERTY AMID PLENTY (The American Paradox). The Report of the President's Commission on Income Maintenance Programs, November, 1969. Washington: U.S. Government Printing Office, 1969. Paperbound, 155 pp., $1.75. Report of the "Heineman Commission" on problems of poverty and income in the U.S., with proposed remedies. Includes a review of concepts, statistics, and policy issues relating to poverty and social welfare.

A PRIMER ON EMPLOYMENT AND WAGES, 2nd ed., Walter Galenson. New York: Random House, 1970. A Random House Primer in Economics, PR-3. Paperbound, 140 pp., $1.95. Brief introduction to the manpower market, wages and employment, and the problems of unemployment and poverty.

PROBLEMS OF AN INDUSTRIAL SOCIETY, William A. Faunce. New York: McGraw-Hill, 1968. Paperbound, 189 pp., $2.50. Sociological analysis of technological change, specialization of work roles, competition, social organization and the problem of alienation in industrial society.

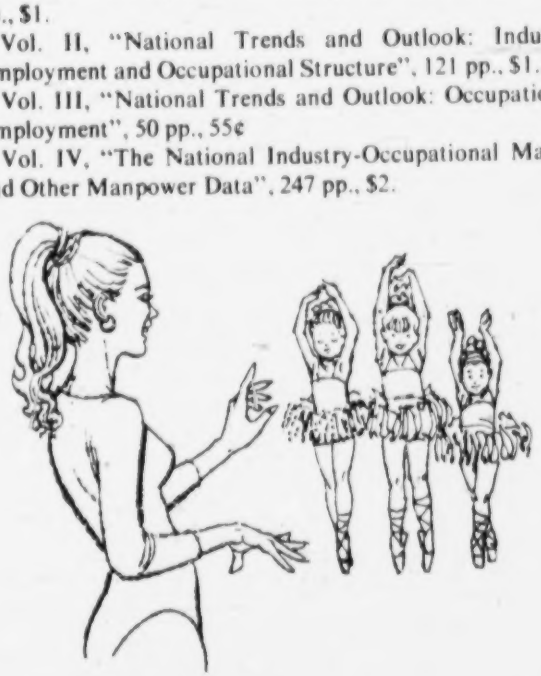
TOMORROW'S MANPOWER NEEDS (National Manpower Projections and a Guide to Their Use as a Tool in Developing State and Area Manpower Projections). Vols. I, II, III, IV. Bulletin No. 1606, February, 1969, U.S. Department of Labor, Bureau of Labor Statistics. Washington: U.S. Government Printing Office, 1969. Paperbound.

Vol. I, "Developing Area Manpower Projections", 100 pp., $1.

Vol. II, "National Trends and Outlook: Industry Employment and Occupational Structure", 121 pp., $1.25.

Vol. III, "National Trends and Outlook: Occupational Employment", 50 pp., 55¢

Vol. IV, "The National Industry-Occupational Matrix and Other Manpower Data", 247 pp., $2.



C. EDUCATION IN THE U.S.

DIGEST OF EDUCATIONAL STATISTICS. Washigton, D.C. G.P.O., 1970. p. 140. $1.25. Published annually. This annual is a compilation of statistics, presented entirely in tables and charts. The data has been gathered from governmental and private sources and covers the whole field of American education from kindergarten through graduate school. The publication contains information on a variety of subjects within the field of educational statistics, including the numbers of schools and colleges, enrollments, teachers, graduates, educational attainment, finances, federal funds for education, libraries, international education, and research and development.

EDUCATION DIRECTORY. Washington, D.C., G.P.O. Published annually in 4 parts. Part I: State Governments, 1969-70. 1969. 163p. $1.00; Part II: Public School Systems, 1970-71. 1971. 298p. $2.25; Part III: Higher Education, 1970-71. 1971. 515p. $3.75; Part IV: Education Associations, 1969-70. 1970. 109p. $1.25.

A valuable reference work for names, addresses, facts and figures on various aspects of education.

EDUCATION INDEX. Monthly (except July and August). New York, H.W. Wilson. $25.00 per year. This basic fundamental index to periodical literature is an indispensable reference work in education. Currently it indexes about 240 American and a few British titles. Although primarily a periodical index, it also includes some proceedings, yearbooks, bulletins, monographs and material printed by the U.S. Government. For each citation, it gives author, title, volume, paging, and date of periodical, with indication of illustrations, portraits, and bibliographies when these are found in the articles.

EDUCATION U.S.A. SPECIAL REPORTS. Washington, D.C., National School Public Relations Association. $36.00 per year for 10 Special Reports.

Each Special Report probes in depth a single area of education, brings you up to date on current developments, reports on successful programs in operation in school districts, contains case studies and profiles of effective projects and tells you how to locate additional helpful information. Some of the reports are: year-round schools, vocational education, differentiated staffing, etc.

Each individual report is available for $4.00.

THE ENCYCLOPEDIA OF EDUCATION. New York, Macmillan, 1971. 10 vols. $395.00. This magnificent multivolume encyclopedia includes excellent articles which deal with educational history, theory, research and philosophy, as well as with the structure and fabric of education. A detailed subject index is in volume 10. A necessary purchase for all high school libraries which can afford the price.

ENCYCLOPEDIA OF EDUCATIONAL RESEARCH. 4th ed. Macmillan, 1969. 1522 p. $31.00. This encyclopedia provides "a critical and evaluative synthesis of the literature of educational research." Scholarly articles typically include a critical summary and evaluation of research on the topic to date and suggest needed research in the area. The long list of selected references to research studies and educational literature in general is the most valuable feature of this work. The encyclopedia is updated by the *Review of Educational Research*.

STANDARD EDUCATION ALMANAC 1971. Los Angeles, Academic Media, 1971. 509 pages. $35.00. Published annually. This is a comprehensive, up to date guide to educational facts and statistics useful as a ready reference source of educational information for teachers, librarians, administrators and the general public. The entire volume is conveniently divided into six parts: education (general), elementary and secondary education, higher education, education and the federal government, related statistics of education; and directories of education. The index provides quick access to the specific topics such as adult education, vocational education, legislation, busing, etc.

D. MULTI-MEDIA INFORMATION

THE AUDIO-VISUAL EQUIPMENT DIRECTORY 1972-73. 18th edition. Herickes, Sally, ed. National Audio-Visual Association, 1972. 464 p. $9.25. This 1972-73 directory contains illustrations, model numbers, specifications and prices of more than 1,500 current items of audio-visual equipment. It includes all types of equipment.

AUDIO-VISUAL MARKET PLACE 1971; A MULTIMEDIA GUIDE Bowker, 1971. 234p. $15.00. Published annually. An annual directory of both hardware and software producers and distributors. Entries are arranged alphabetically by firm name and indicate addresses, phone numbers, names of key personnel, types of equipment or material offered, and the availability of printed material supplied with the product.

CATALOG OF EDUCATIONAL FILMS, 1969-72. Visual Aids Service, University of Illinois, 1969. 599p. $3.00. The Visual Aids Service at the University of Illinois has one of the largest and finest collections of 16mm educational films available on a rental basis. This catalog annotates more than 10,000 titles. The coverage is broad and extensive. In addition to the description of the film's content, each entry gives the name of the producing organization and/or national distributor of the film, running time, black and white, or color, production date, grade level and rental rate. Film descriptions are listed alphabetically by title. There is a fairly detailed subject index.

EDUCATIONAL PRODUCT REPORT. Monthly, published nine times a year, October through June. Educational Products Information and Exchange Institute. $35.00 per year. EPIE provides information and counsel based on impartial, independent studies of availability, use and effectiveness of educational materials, equipment, and systems. Some of the reports on instructional equipment are: Day Study Carrells, 8mm Silent and Sound Projectors, Helical Scan Video Tape Recorders, Dial Access and Alternative Systems, 16mm Projectors, etc. *Educational Product Report* is indeed unique and indispensable. Every month the *Report* contains information that can save a school many times its yearly $35.00 membership fee.

EDUCATOR'S PURCHASING MASTER. 3rd. ed. 1971. Fisher Pub. Co., 1970. 2v. $21.00. ($16.00 to schools). Published annually. More comprehensive in its coverage than the Audio-Visual Market Place, EPM is a "systematic service identifying instructional materials (vol. I) and instructional equipment (vol. II) used primarily by educational institutions ... with their respective manufacturers, producers or publishers." School administrators, curriculum directors and media specialists should note that a large number of copies of EPM are distributed free.

GUIDE TO SIMULATION GAMES FOR EDUCATION AND TRAINING. Zuckerman, David W. and Horn,

Robert E., eds. Information Resources, Lexington, Mass., 1970. 335p. $15.00. This is an up to date, carefully edited reference source giving complete information on over 400 simulation games. Descriptions of games are arranged by subject and categories include business, economics, ecology, reading, mathematics, urban affairs, etc. Simulations are both educational as well as entertainment. This *Guide* should lead to some really interesting games.

INDEX TO EDUCATIONAL OVERHEAD TRANSPARENCIES. 3rd edition. New York, Bowker, 1972. $49.50. Lists and describes over 35,000 transparencies with the following information: descriptive annotation, series listing, physical size, type (prepared, operable, polarized), number of overlays, color, audience level, producer/distributor codes and year of release.

INDEX TO EDUCATIONAL VIDEO TAPES. 2nd edition. New York, Bowker, 1972. $16.50. Lists and describes the educational content of over 9,000 video tapes. The alphabetical title section, in addition to providing an annotation for each title, contains the following information: length in minutes, series listings, indication of broadcast quality, tape size availability (1/2", 3/4", 1" and 2"), release date in the U.S. and producer/distributor codes. Most video tapes are available from distributors in either standard quadruplex or helical scan tape configurations.

INDEX TO 8MM MOTION CARTRIDGES. 3rd edition. New York, Bowker, 1972. $34.50. Lists and describes over 18,000 educational 8mm motion cartridges, with the following information: annotations, running time, series listing, audience level, year of release, producer/distributor codes, color or black and white, whether film is silent, has optical or magnetic sound track, and LC card number.

INDEX TO VOCATIONAL AND TECHNICAL EDUCATION. 1st ed. New York, Bowker, 1972. $22.50 National Information Center for Educational Media is the world's largest data bank for audiovisual materials. NICEM has published a number of indexes.

This one is a multimedia index. It is a valuable source to over 15,000 titles in seven media areas dealing with all aspects and all levels of vocational education. For each entry, arranged alphabetically by title, it gives the following information: descriptive annotations; series listings; physical description of media, such as type, color, speed, etc; audience level; producer/distributor codes; and year of release.

Only three more individual indexes are annotated here; some other NICEM indexes are to 16mm films, to filmstrips, and to audio tapes and records.

NEW EDUCATIONAL MATERIALS, 1970. Markham, Lois, comp. New York, Citation Press, 1970. 239 p. $3.75. Published annually. This edition evaluates more than 500 items including books, films, recordings, multi-media kits, filmstrips, transparencies, film loops, teaching-learning games and professional guides. Entries are arranged by title and provide author, publisher, year, price, pages and suggested grade level and rating.

With this 1970 annual, the *New Educational Materials* series brings together over 2,200 evaluations. Every school library should have the complete series.

E. PRINTED INSTRUCTIONAL MATERIALS

Instructional materials for Career Education are available both in ERIC microfiche format and regular published form.

A major listing of Career Education instructional materials in ERIC microfiche has been made available by the Center for Vocational and Technical Education at Ohio State University: *Abstracts of Instructional Materials for Career Education* by Allen B. Moore (1972).

A sample listing of curriculum units, teacher guides, handbooks and instructional materials for Career Education appropriate for this senior high age group follows. The reader should remember that all of these items can be secured without charge in microfiche form from the N.J. Occupational Resource Center; both the "VT" and "ED" numbers will be required to secure a copy.

GRADES 10-12:

Air Conditioning and Refrigeration. Teacher's Guide. A Unit in Prevocational Education. VT015636—ED067490

Basic Employment Information. A Handbook for Students in Occupational Preparation Classes. Senior High School Edition. VT015115—ED067490

Career Development Curriculum Guide. VT015962 – ED067490

Career Development Guide, Grades K-12. VT015347 – ED067490

Career Related Math Units. Cluster – Information. VT015596 – ED067490

Communication and the World of Work. Language Arts Resource Unit. VT015264 – ED067490

Coordinators' Guide for Programs for Educational and Career Exploration (P.E.C.E.). VT015204 – ED067490

Electricity. Teacher's Guide. A Unit in Prevocational Education. VT015639 – ED067490

Facing Facts about Preparing for Your Future. VT015853 – ED067490

Focus on Career Development. K-12 Curriculum Guide. VT015980 – ED067490

Food Service. Teacher's Guide. A Unit in Prevocational Education. VT015637 – ED067490

General Construction Trades. A Curriculum Guide. VT014526 – ED063502

Hands On. A Comprehensive Program of Career Orientation for High School Students. ED064501

Industrial Mechanics, Curriculum Guide. ED053339

Journalistic Writing – An Experience in Written Communication. VT015332 – ED067490

Metalworking. Teacher's Guide. A Unit in Prevocational Education. VT015629 – ED067490

Office Careers. VT015552 – ED067490

Office Occupations. Teacher's Guide. A Unit in Prevocational Education. VT015628 – ED067490

Police Careers. VT015550 – ED067490

Post Office Workers. Guided Occupational Orientation. VT014565 – ED063502

A Secondary Pre-Vocational Curriculum Guide for Teachers of the Educable Mentally Retarded. ED062545

Suggestions for Implementing and Organizing Prevocational Education Programs for South Carolina. Teacher's Guide. A Unit in Prevocational Education. VT015627 – ED067490

Vocational Education Program of Studies. Transportation Cluster, Volume I-VII. VT015941 – ED067490

Workers in House Construction. VT015536 – ED067490

GRADE 10:

Industrial Prep, Volume One, Sophomore Year – Introduction Mathematics. ED063463

Industrial Prep, Volume Two, Sophomore Year – Biology, English, Architecture, Occupations. ED063464

Purposes and Functions of tenth grade guidance. VT015113 – ED067490

System-wide Career Development Program (Secondary School Section). Introduction of Career Development in 10th grade English course. VT015196 – ED067490

World of Work. Teacher's Guide. A unit in Prevocational Education. VT015626 – ED067490

GRADE 11:

Health Careers 301. VT015214 – ED067490

Industrial Prep, Volume Three, Junior Year – Contents: Physics and English. ED063465

Industrial Prep, Volume Four, Junior Year – Contents: Mathematics and Guidance. ED063466

Sociology – An outline of Content for an Elective Course in Grades 11-12. An instructional Bulletin. VT015117 – ED067490

You and Your World of Work. General Psychology applied to occupational adjustment. Secondary unit for Grades 10 and 11. Cobb County Occupational and Career Development Program. VT015289 – ED067490

GRADE 12:

Child Development and Family Health, All – A12. An Instructional Guide – Experimental and Supplement. VT015121 – ED067490

Economics and Government Course, Grade 12. Experimental Instructional Guide. VT015097 – ED067490

Reserve Officers Training Corps Junior Division, U.S. Army Cadet Regulations. VT015212 – ED067490

That's Life. A Senior English Workbook. VT015114 – ED067490

Two guides, a number of outstanding instructional texts, and four listings of instructional resources make up the remainder of this section.

BOOKS FOR OCCUPATIONAL EDUCATION PROGRAMS: A LIST FOR COMMUNITY COLLEGES, TECHNICAL INSTITUTES, AND VOCATIONAL SCHOOLS. Mapp, Edward, com. Bowker, 1971. 308p. $15.00. Every library serving vocational-technical education should have a copy of this most comprehensive and up to date list of occupational books. This bibliography includes 9,000 books. The listings are alphabetically arranged by author and give complete information: title, edition, publisher, date of publication, pagination, series and illustration note. (Prices are not included). There is a complete author index at the end.

CAREER EDUCATION RESOURCE GUIDE. General Learning Corporation, 1972. 252 p. A new guide to classroom activities helpful to career development – at elementary, middle and high school, as well as adult levels. About one hundred brief instructional segments are outlined in the following format: concepts; performance objective; materials; lesson capsule; and observations. A "must" for every school desiring effective Career Education.

MANPOWER AND ECONOMIC EDUCATION: OPPORTUNITIES IN AMERICAN ECONOMIC LIFE. (Darcy, Robert L. and Powell, Phillip E.) Joint Council on Economic Education, 1968. One of the very few excellent texts for senior high school students to learn about their future work in the context of the American economy.

The first edition was printed by the Joint Council on Economic Education as a service to schools. A revised edition will be available soon from a commercial publisher. One attractive feature of this "world of work" text is homework readings being limited to four pages.

MATERIALS FOR OCCUPATIONAL EDUCATION, AN ANNOTATED SOURCE GUIDE. Schuman, Patricia. Bowker, 1971. 201p. $9.95. This is an invaluable guide to 600 sources of instructional materials. It includes trade publishers, organizations, associations, government agencies and companies. Each annotated entry gives the name and address of the source, cit.s subjects covered, sample titles published, periodicals published and prices. Material is organized alphabetically under 64 subject categories corresponding to important curriculum areas.

VOCATIONAL INSTRUCTIONAL MATERIALS. Series. Washington, G.P.O. (Agriculture. 1971. 138 p. $1.50) (Distributive Education. 1971. 106p. $1.25) (Health Occupations Education. 1971 88p. $1.00) (Economics. 1971. 96p. $1.25) (Office Occupations. 1971. 90p. $1.00) (Technical Education. 1971. 110p. $1.25) (Trade and Industrial Occupations. 1971. 148p. $1.50).

These seven publications consist of annotated listings of printed curriculum materials produced by federal agencies. They provide an instructional resource of great potential. These bibliographies list some 1,600 training and curriculum documents and provide information on materials available for use in school vocational programs. Most of the documents are available from the Superintendent of Documents.

If you are teaching a course in any one of these areas, here is a list of instructional materials available to you at an extremely low price.

THE VOCATIONAL-TECHNICAL LIBRARY COLLECTION: A RESOURCE FOR PRACTICAL EDUCATION AND OCCUPATIONAL TRAINING. Reinhart, Bruce, ed. Bro-Dart, 1970. 377p. $35.00. This annotated bibliography should serve as an excellent "selection guide for newly-emerging institutions and programs of occupational education". To aid the educators, the selections are ranked in three levels of priority and coded for grade level. A necessary purchase for every career conscious high school library or media center.

K-12 GUIDE FOR INTEGRATING CAREER DEVELOPMENT INTO LOCAL CURRICULUM. by Harry N. Drier, Jr. Worthington, Ohio, Charles A. Jones Publishing Co., 1972. 272p. $6.95. This guide to local development of Career Education curriculum includes basic concepts, models, procedures, objectives, resources and suggestions for evaluation.

CAREER EDUCATION: THE NEW FRONTIER. by Ressler. Worthington, Ohio, Charles A. Jones Publishing Co., 1972. 128p. $5.95. This book was designed to assist teachers and administrators in initiating Career Education in elementary and secondary schools.

CAREER EDUCATION: A HANDBOOK FOR IMPLEMENTATION. Washington, D.C., G.P.O., 1972. $.55. This is the single most complete document on Career Education from U.S.O.E. This handbook seeks to answer these four questions: (1) What are the concepts of Career Education? (2) Why is Career Education needed? (3) What are examples of Career Education practice? (4) What are the appropirate strategies for implementation for a school system interested in the concept?

SUCCEEDING IN THE WORLD OF WORK. Kimbrell, Grady and Vineyard, Ben S. Bloomington, Illinois, McKnight and McKnight, 1970. 484p. $5.97. Complete set (text, workbook, guides) $25.

THE WORLD OF MANUFACTURING. 4th edition. Lux, Donald G. and Ray, Willis E., Co-Directors. Bloomington, McKnight and McKnight. 1971. 525 p. $7.32.

THE WORLD OF CONSTRUCTION. 4th edition. Lux, Donald G. and Ray, Willis E., Co-Directors. Bloomington, McKnight and McKnight 1971. 525 p. $7.32.

The three texts above form part of the Industrial Arts Curriculum Project Series. The readings in these curriculum guides have been prepared with the assistance of the professionals in the field. Each text is accompanied by a *Laboratory Manual* and a *Teacher's Guide*.

YOUR JOB AND YOUR FUTURE. Olsen, James. McGraw-Hill, 1968. Two workbooks are involved: one deals with employability and the other deals with specific occupations. $1.32 each.

THE TEENAGE EMPLOYMENT GUIDE. Goldenthal, Allan B. Simon and Schuster, 1969. $4.95 hard cover. A text heavy on training opportunities and occupational information, but light on career decision-making.

CAREERS AFTER HIGH SCHOOL. Haight, Tim. Collier Books, 1970. $1.25. Mostly occupational information, limited to jobs not requiring four years of college. Some discussion of training.

CAREER CHOICE AND CAREER PREPARATION. Schill, William J. and Nichols, Harold E. Interstate, 1970. $4.95. A programmed instruction workbook, moving from career choice to training opportunities and occupational information.

F. TESTING

A directory of tests, a testing handbook, and a specific test are key items in this important field of testing for career development.

DIRECTORY OF ACHIEVEMENT TESTS FOR OCCUPATIONAL EDUCATION. Boyd, Joseph L. Jr. and Shimberg, Benjamin. Education Testing Service, 1971. 161p. $2.00. Here is an excellent directory of more than 150 tests, most of them commercially available, in the field of Automotive Trades, Building Trades, Drafting, Printing, and Graphic Arts, Electronics, Health Occupations, Machine Trades and Office Occupations. Tests are briefly annotated and include information about author, publisher, date of publication, time required for administration, number of forms available, content coverage, grade level, and price.

HANDBOOK OF PERFORMANCE TESTING: A PRACTICAL GUIDE FOR TEST MAKERS. Boyd, Joseph L., Jr. and Shimberg, Benjamin. Education Testing Service, 1971. 189p. $2.00. Here is an excellent monograph on performance testing. The Appendix, "A Portfolio of Performance Tests" actually reproduces, does not merely list, a number of performance tests. Most of these tests are accompanied by identifying information and instructions for administration and scoring. A bibliography on performance testing is included at the end.

TEST OF ECONOMIC UNDERSTANDING. (Prepared by the Committee for Measurement of Economic Understanding in association with the Joint Council on Economic Education.) Chicago, Science Research Associates, 1964. Review set $1.25. Evaluates student understanding of basic economic concepts deemed essential for good citizenship by the National Task Force on Economic Education. Before and after test for students in secondary schools.

11. books for students

The titles listed below are arranged under the following categories: (a) Individual Careers; (b) Career Exploration Activities; (c) Career Decision; (d) High Interest-Low Reading Ability Books on Careers; and (e) Foldouts, Pamphlets and Comic Books. Author, title, publisher, publication date and cost has been given for each book. It was decided to list them alphabetically by author within each section to help make ordering convenient.

All of the books on this list are, or will be, available at the Edison Center for examination and loan. The reader is advised to examine specific books at the center before making selections for purchase.

Although this is a book section, you will want to know also about one outstanding career journal for students: *Career World: the Continuing Guide to Careers*, a monthly miscellany of articles, news, special features and columns concerning careers. Published monthly during the school year. Order (minimum of 15 copies per address) for $2.95 per yearly subscription from Curriculum Innovations, Inc., 501 Lake Forest Ave., Highwood Ill. 60040.

A. INDIVIDUAL CAREERS

American Dietetic Association. *Your Future as a Dietitian*. R. Rosen Pr., 1970. $2.97.

Arm, Walter. *The Policeman*. Dutton, 1969. $3.47.

Arnold, A. *Career Choices for the 70's*. 1971. Crowell-Collier Press. $4.95. (for the general reader)

Asbell, B. *Careers in Urban Affairs: Six Young People Talk about Their Professions in the Inner City*. Peter H. Wyden, Inc., 1970. $3.95.

Asbell, Bernard. *What Lawyers Really Do: Six Lawyers Talk about Their Life and Work*. Peter H. Wyden, Inc., 1970. $3.95.

Atwater, Montgomery M. *The Avalanche Hunters*. Macrae, 1968. $4.87.

Barnett, Leo. *Careers in Computer Programming*. Walck, 1968. $3.60.

Bell, Raymond M. *Your Future in Astronomy*. Rosen Pr., 1970. $3.99.

Berg, L.D. Thomas. *Aim for a Job in Welding*. Rosen Press, 1970. $3.99.

Bergaust, Erik. *Oceanographers in Action*. Putnam, 1968. $3.49.

Boyd, Waldo T. *Your Career in Oceanology*. Messner, 1968. $3.16.

Brunetti, Cledo & Higgerson, C. *Your Future in a Changing World*. Rosen Pr., 1969. $2.97.

Burch, Claire and others. *Careers in Psychiatry*. Macmillan, 1968. $4.95.

Cone, Sydney M. Jr. *Aim for a Job in the Textile Industry*. Rosen Pr., 1969. $3.99.

Connor, J. Robert. *A Job with a Future in Automotive Mechanics*. Grosset, 1969. $3.23.

Daly, Donald F. *Aim for a Job in Air Conditioning and Refrigeration*. Rosen Pr., 1970. $3.99.

Daly, Donald F. *Aim for a Job in the Building Trades*. Rosen Pr., 1970. $3.99.

Daly, Donald F. *Aim for a Job in the Pipe Trades*. Rosen Pr., 1969. $3.99.
Darby, Patricia; Darby, Roy. *Your Career in Physical Therapy*. Messner, 1969. $3.64.
Davis, Robert O. *A Job With a Future in the Steel Industry*. Grosset, 1969. $3.59.
Davis, Sidney. *Your Future in Computer Programming*. Rosen, 1969. $3.99.
Dodd, E. *Conservation*. 1971. CCP. $4.95. (for the general reader)
Duckat, Walter. *A Guide to Professional Careers*. Simon, 1970. $3.93.
Englebardt, Stanely L. *Careers in Data Processing*. Lathrop, 1969. $3.15.
Fashion Group Inc. *Your Future in the Beauty Business*. Rosen Pr., 1969. $3.99.
Fenten, D. X. *Aviation Careers*. Lippincott, 1969. $3.27.
Fischer, George L. *Your Career in Computers*. Meredith, 1968. $3.47.
Floyd, William A. *Your Future as a Minister*. Rosen Pr., 1969. $2.97.
Fraser, Angus M. *Your Future in the Marine Corps*. Rosen Pr., 1969. $3.99.
Frost, Jane C. *Your Future in Dental Assisting*. Rosen Pr., 1970. $3.99.
Goodfellow, Thomas. *Your Future in Railroading*. Rosen Pr., 1970. $3.99.
Gould, Stephen. *Your Future in the Federal Government*. Rosen Pr., 1970. $2.97.
Gregg, James. R. *Your Future in Optometry*. Rosen Pr., 1970. $2.97.
Honaburgh, David H. *Your Future in Forestry*. Rosen Pr., 1971. $3.99.
Hoover, N. K. *Handbook of Agricultural Occupations*. Interstate Printers & Publishers, 1969. $4.75.
Jackson, David. *The Wonderful World of Engineering*. Doubleday, 1970. $2.31.
Jones, Candy. *Modeling and Other Glamour Careers*. Harper, 1969. $5.95.
Keefe, John E. *Aim for a Job in Appliance Service*. Rosen, 1969. $3.99.
Larue, Gerlad. *Your Future in Archeology*. Rosen Pr., 1970. $3.99.
Laskow, Robert; Feldzaman, A. N. *Bright Future Careers with Computers*. Chilton, 1969. $3.63.
Levine, Sol. *Your Future in NASA*. Rosen Pr., 1970. $3.99.

Meinhardt, Carl. *So You Want to Be an Architect*. Harrow, 1969 $4.95.
Morton, Alexander C. *What You Need to Know for a Career as an Airline Stewardess*. Cowles, 1969. $4.95.
Myers, Arthur. *Journalism*. 1971. CCP. $4.95. (for the general reader)
Neal, Harry Edward. *Disease Detectives: Your Career in Medical Research*. Messner, 1968. $3.64.
Newman, Bernard. *Your Future in the High Fidelity Industry*. Rosen Pr., 1970. $3.99.
Noyes, Nell Braly. *Your Future as a Secretary*. Rosen Pr., 1971. $3.99.
Paris, Jeanne. *Your Future as a Home Economist*. Rosen Pr., 1970. $3.99.
Paul, Grace. *Your Future in Medical Technology*. Rosen Pr., 1962. $3.99.
Pollack, Philip & Purcell, John. *Careers & Opportunities in Science*. Dutton, no date. $4.95.
Sarnoff, Paul. *Careers in Biological Science*. Messner, 1968. $3.64.
Sarnoff, Paul. *Careers in the Legal Profession*. Messner, 1970. $3.95.
Scribner, Kimball J. *Your Future as a Pilot*. Rosen Pr., 1970. $3.99.
Seligsohn, I. J. *Your Career in Computer Programming*. Messner, 1967. $2.77.
Smith, Ralph. *Engineering as a Career*. Stanford Univ., 1969. $8.95.
Stone, A. A. *Careers in Agribusiness and Industry*. Interstate Printers & Publishers, 1965. $4.75.
Taylor, Dawson and J. Bradley. *Aim for a Job in Automotive Service*. Rosen Pr., 1970. $3.99.
Terry, Walter. *Dance*. CCP, 1971. $4.95. (for the general reader)
U.S. Department of Labor. Manpower Administration. *Job Guide of Young Workers* (1969-70 edition), Washington: U.S. Government Printing Office, 1969. Paperbound, 200 pp., $1.50.
Van Allen, Edward. *Your Future as a Shorthand Reporter*. Rosen Pr., 1969. $3.99.
Ward, John O. *Careers in Music*. Walck, 1968. $4.50.
Winter, Elmer L. *Your Future as a Temporary Office Worker*. Rosen, 1968. $3.99.
Wood, James. *This is Advertising*. Crown, 1968. $3.95.
Zarem, Lewis. *Careers & Opportunities in Astronautics*. Dutton, 1969. $6.95.

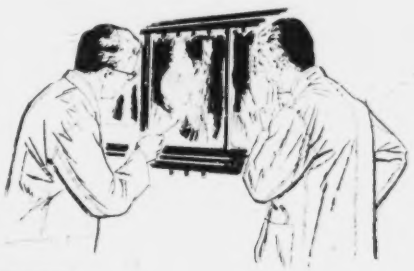
B. CAREER EXPLORATION ACTIVITIES

The Boy Scouts of America organization has an outstanding set of pamphlets helpful for both young women and young men in their career exploration. Their authoritativeness and usefulness earns them a place here in this listing.

This series of pamphlets – known as the "Merit Badge Library" – now numbers 124. Frequent revision is a feature of the series. The following fifty-two pamphlets have been written or revised since 1968:

American Business, #3325
Art, #3320
Astronomy, #3303
Aviation, #3293
Basketry, #3313
Bookbinding, #3378
Canoeing, #3308
Citizenship in the Community, #3253
Citizenship in the Nation, #3252
Citizenship in the World, #3254
Communications, #3258
Computers, #3335
Cycling, #3277
Dog Care, #3289
Electronics, #3279
Emergency Preparedness, #3366
Engineering, #3376
Environmental Science, #3363
Firemanship, #3317
First Aid, #3276
Fish and Wildlife Management, #3307
Forestry, #3302
Gardening, #3240
General Science, #3332
Hog Production, #3361
Horsemanship, #3298
Landscape Architecture, #3355
Leatherwork, #3310
Mammals, #3271
Metals Engineering, #3269
Metalwork, #3312
Music and Bugling, #3336
Personal Management, #3270
Personal Fitness, #3286
Pets, #3281
Photography, #3334
Pottery, #3314
Public Health, #3251
Public Speaking, #3373
Rabbit Raising, #3375
Railroading, #3292
Reptile Study, #3342
Safety, #3347
Salesmanship, #3351
Scholarship, #3384
Sculpture, #3322
Soil and Water Conservation, #3291
Sports, #3255
Textiles, #3344
Theater, #3328
Water Skiing, #3357
Woodwork, #3316

(Available in library bound editions for $1.95 each from Brodart, Williamsport, Pa. 17701)



C. CAREER DECISIONS

Andrews, M. E. *About Her*. McGraw-Hill, 1968. $1.38.

Andrews, M. E. *About Him*. McGraw-Hill, 1968. $1.38.

Andrews, M. E. *It's Up To You*. McGraw-Hill, 1969. $1.36.

Andrews, M. E. *The Job You Want*. McGraw-Hill, 1968. $1.36.

Denues, *A Career Perspective: Your Choice of Work*. Charles A. Jones, 1972. $3.95.

Feingold, S. Norman and Sol Swendloff. *Occupations and Careers*. McGraw-Hill, 1969. $7.96.

Feldman, Edwin B. *How to Use Your Time to Get Things Done*. F. Fell, 1968. $5.95.

Linneman, Robert. *Turn Yourself On: Goal Planning for Success*. Rosen Pr., 1970. $3.78.

Lovejoy, Clarence E. *Lovejoy's Career and Vocational School Guide*. Simon and Schuster, 1967. $4.55.

Morrison, P. C. *Career in the Modern Office Series: Getting The Right Job*. McGraw-Hill, 1969. $2.36.

Morrison, P. C. *Career in the Modern Office Series: Making the Most of Yourself*. McGraw-Hill, 1969. $1.96.

Morrison, P. C. *Career in the Modern Office Series: Opportunities in Today's Office*. McGraw-Hill, 1969. $1.96.

Paradis, Adrian. *Job Opportunities for Young Negroes*. McKay, 1969. $4.95.

Paradis, Adrain A. *Jobs to Take You Places Here and Abroad*. McKay, 1968. $4.95.

Peterson, F. M. *Successful Living*. Allyn and Bacon, 1968. $5.60.

Whitcomb, H. and L. Cochron. *Charm for Miss Teen*. Gregg, 1969. $3.96.

You and Your Job. Gerguson Pub. Co., 1968. $5.95 per set.

D. HIGH INTEREST, LOW READING ABILITY BOOKS ON CAREERS

Blakely, Caroline. *Occupations*. New Readers Press, 1972. $1.50.

Dowdell, Dorothy and Joseph Dowdell. *Careers in Horticulture Sciences*. Messner, 1969. $2.61.

Koschnick, Kay (ed) *The World of Work*. New Readers Press, 1969. $1.25.

Lens, Sidney. *Unions and What They Do*. Putnam, 1968. $3.29.

Lent, Henry B. *The Automobile U.S.A.: Its Impact on People's Lives and the National Economy*. Dutton, 1968. $3.27.

Ray, E. Roy. *What Does an Airline Crew Do?* Dodd, 1968. $2.31.

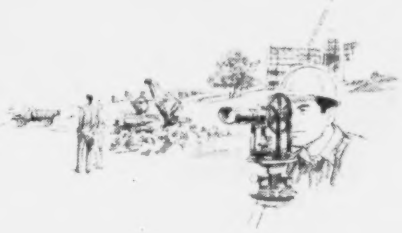
Ross, Frank Xaview. *Transportation of Tomorrow*. Lothrop, 1968. $2.97.

Snelling, Robert Q. *The Opportunity Explosion*. Macmillan, 1969. $4.87.

Terrell, John Upton. *The United States Department of Labor: a Story of Workers, Unions, and the Economy*. Meredith, 1968. $2.61.

Walton, Henry. *The How and Why of Mechanical Movements*. Dutton, 1969. $5.25.

Winter, Elmer L. *Your Future in Jobs Abroad*. Richards Rosen, 1968. $3.78.

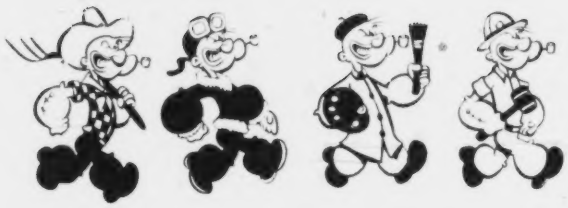


E. FOLDOUTS, PAMPHLETS AND COMIC BOOKS

A foldout series, two comic book series and pamphlets concerning careers are now available for use or distribution in school media resource centers, classrooms, cafeterias, and even hallways. At least examine each set before deciding about their usefulness.

PEOPLE AND CHOICES CAREER FOLIOS. Seven sets, each with ten career biographies with fold-out formats; 7½" x 8½" folded; color. Harcourt Brace Jovanovich, 1970. $7.95 per set; $7.95 per teacher's guide and introductory sample of ten biographies from different sets. The careers of real persons are presented vividly. The materials were designed to appeal to minority group members in urban settings. The sets now available are as follows:

(1) Health Careers; (2) Teaching, Social Work, Government; (3) Business, Finance; (4) Science, Technology; (5) Peforming Arts; (6) Communication, Transportation; and (7) Creative Arts. Three other sets in preparation are as follows: (8) Personnel Service; (9) Building, Maintenance, Repair Crafts; and (10) Sports, Recreation.



POPEYE AND ... (comics). King Features (235 East 45 Street, New York, N.Y. 10017) now has the following "Popeye"—starring comic books related to careers: (1) *Health Careers;* (2) *Environmental Careers;* (3) *Manufacturing Careers;* (4) *Transportation Careers;* and (5) *Communications and Media Careers*. Each is 32 pages, in color, and costs as follows per title: 1 to 25 copies for 25¢ each; 25 to 99 copies for 20¢ each; and, 100 to 499 copies for 18¢ each.

Additional titles will be available from King Features by February 15, 1973 as follows: (6) *Construction Careers;* (7) *Marketing and Distribution Careers;* (8) *Agri-Business and National Resources Careers;* (9) *Marine Science Careers;* (10) *Public Service Careers;* (11) *Personal Service Careers;* (12) *Hospitality and Recreation Careers;* (13) *Fine Arts and Humanities Careers;* (14) *Consumer and Home-Making Related Careers;* and (15) *Business and Office Careers*.

EDUCATION AND JOBS (A Series of Pamphlets to Guide Young People to Jobs That Match Different Levels of Education and Training). U.S. Department of Labor, Bureau of Labor Statistics. Washington: U.S. Government Printing Office, 1968.

Single page publications:

"Jobs For Which a High School Education is Preferred, But Not Essential"

"Jobs For Which a High School Education is Generally Required"

"Jobs For Which Apprenticeship Training is Available"

"Jobs For Which Junior College, Technical Institute, or Other Specialized Training is Usually Required"

"Jobs For Which a College Education is Usually Required"

Each 1-page, 10¢; check local office of State Employment Service.

JOB SCENE BOOKLETS. IPD Publishing Co., Inc., 461 Park Ave., South, New York, N.Y. 10016. 18 in the Career Booklets Series, each 8 pg., 7" x 5", color, 8¢ each; 4 in the Attitudes Series, each 8 p., 7" x 10", color, 10¢ each; display units available. The Career Booklets Series provides "comic book" treatments of the following occupations: apparel; auto mechanic; carpentry; clerical work; dairy products; drafting; electronic worker; food field; furniture making; health work; hotel and restaurant; machine shop work; motor transport; office careers; fabricated plastics; public utilities; retail sales work; and welding. The Attitude Series includes the following titles: *How to Get A Job; Power Is Green; Where Now, Vet?;* and, *You're Hired*.

publishers and suppliers

Most addresses for sources listed will be found in *Books in Print*. Addresses not listed in *Books in Print* will be found below.

Advisory for Open Education, 90 Sherman St., Cambridge, Mass. 02140

AIMS Instructional Media Services, Inc., P.O. Box 1010, Hollywood, California 90028

American Personnel and Guidance Association, (Film Department), 1607 New Hampshire Avenue, N.W., Washington, D.C. 20009

Audio-Visual Associates, 805 Smith Street, Brooklyn, N.Y. 11510

Australian News and Information Bureau, 636 5th Avenue, New York, N.Y. 10020

Baily-Film Assoc., 11559 Santa Monica Blvd., Los Angeles, Cal. 90025

Bergenstock, John, 62 Holland Drive, Clark, N.J. 07066

B'nai B'rith Career and Counseling Service, 1640 Rhode Island Ave., N.W., Washington, D.C. 20036

The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210

Churchill Films, 662 N. Robertson Blvd., Los Angeles, California 90069

Creative Filmstrips, Gamco Industries Inc., P.O. Box 1911, Big Spring, Texas 79720

Didactic Systems, Inc., Box 500, Westbury, New York 11590

Doubleday Multimedia, c/o Mr. Richard Bynum, 56 Estaugh Avenue, Haddonfield, N.J. 08033

Dreier Ed Systems, 320 Raritan Avenue, Highland Park, N.J. 08904

Educational Games Company, Box 363, Peekskill, N.Y. 10566

Educational Products Inform. and Exchange Inst., 463 West St., N.Y., N.Y. 10014

Federal Aviation Administration, (FAA) Film Library AC-44.5, P.O. Box 25082, Oklahoma City, Oklahoma 73125

Fischer of America, Inc., 151 Forest St., Montclair, N.J. 07042

Government Printing Office, Washington, D.C. 20402

Halewyn Films, Ltd., 7 King St., W., Toronto 105, Ontario, Canada

Henk Newenhouse, Inc., 1225 Willow Road, Northfield, Ill. 60093

Industrial Relations Center, University of Chicago, 1225 East 60th Street, Chicago, Illinois 60637

Information Resources, Box 417, Lexington, Mass. 02173

Institute for Development of Educational Activities (I.D.E.A.) Mail Orders, P.O. Box 628, Far Hills Branch, Dayton, Ohio 45419

Instructional Simulations, Inc., 2147 University Avenue, St. Paul, Minnesota 55114

Interact, P.O. Box 262, Lakeside, Calf. 92040

Joint Council on Economic Education, 1212 Avenue of the Americas, New York, N.Y. 10036

Journal Films, Inc., 909 W. Diversey Parkway, Chicago, Ill. 60614

National Audio-Visual Center, Washington, D.C. 20409

National Film Board of Canada, 680 Fifth Avenue, Suite 819, New York, N.Y. 10019

National Information Center for Educational Media, University Park, Los Angeles, California 90007

National Society of Medical Research, 1330 Massachusetts Ave., North West, Washington, D.C. 20005

National Television News, Inc., 6016 Fallbrook Ave., W. Hollywood, California 92803

National Vocational Guidance Assoc., 1607 New Hampshire Ave., N.W., Washington, D.C. 20009

N.J. Occupational Resource Center at Edison, Building 871, R.M.C., Plainfield Avenue, Edison, N.J. 08817

Simile II, P.O. Box 1023, LaJolla, California 92037

S.V.E.—Society for Visual Education, 1345 Diversey Parkway, Chicago, Ill. 60614

Trent Box Manufacturing Co., 1384 Yardville-Hamilton Sq. Rd., Trenton, N.J. 08691

Universal Pub. and Dist. Corp., 235 East 45th St., New York, N.Y. 10017

Urban Systems, Inc., 1033 Mass. Ave., Cambridge, Mass. 02138

Visual Aids Service of the University of Illinois, Division of University Extension, 1325 South Oak Street, Champaign, Ill. 61820

Visual Education Consultants, Box 52, 2066 Helena Street, Madison, Wisconsin 53701

Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401

Woodcraft Supply Corp., 313 Montvale Ave., Woburn, Mass. 01801

Workshop for Learning Things, Inc., 5 Bridge Street, Watertown, Mass. 02172

subject index

The specific content of the major learning resources in this guide is indexed below. For an approach by type of media, see the table of contents.

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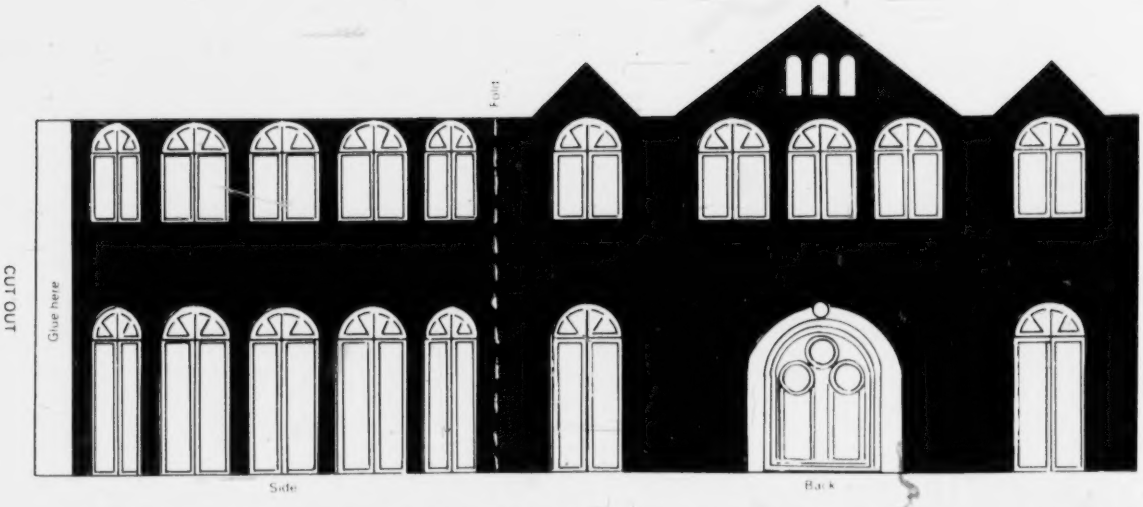

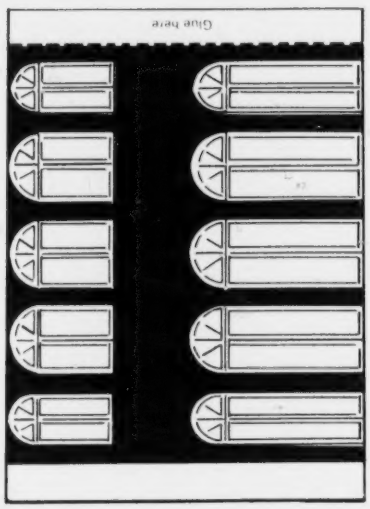

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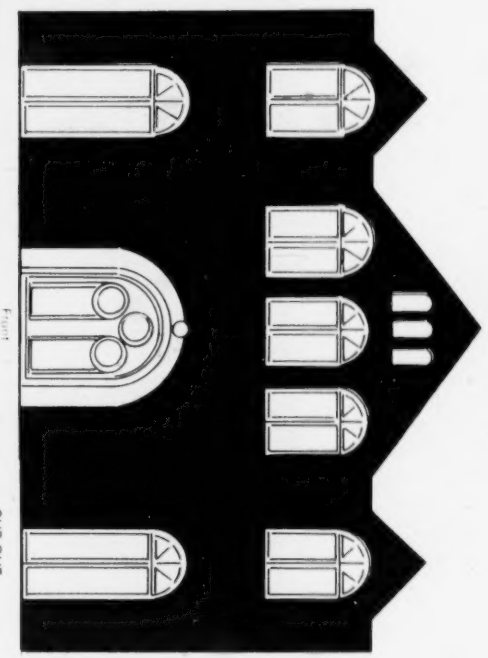

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